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City of Napa

CITY CLERK'S DEPARTMENT

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Annual Report

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CITY OF NAPA

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CITY CLERK'S DEPARTMENT

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Lisa Harper, CMC
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Terri Duban
Jennie Onofre
Melissa Androlowicz

City Clerk
Deputy City Clerk
Senior Office Assistance
Office Assistant II
Office Assistant II
Scanning Operator/OAI
Scanning Operator/OAI

SERVING THE MAYOR

Ed Henderson

and

THE CITY COUNCIL

Ray Sercu, Vice-Mayor

Harry Martin

JoAnn Busenbark

Jill Techel

CITY ADMINISTRATION

Patricia Thompson
Tom Brown
Pamyla Nigliazzo
Jed Christensen
Peter Dreier
Cynthia Kasten
Dan Monez
Michael O'Bryon
Joe Perry
Mike McCarty
John Yost
Cassandra Walker

Heather Stanton

City Manager
City Attorney
City Clerk
Finance Director
Housing Authority Director
Personnel Director
Police Chief
Public Works Director
Fire Chief
Community Resources Director
Planning Director
Redevelopment/Economic
Development Director
Flood Project Manager

2000 ADVISORY COMMISSIONS, COMMITTEES AND BOARDS

Board of Appeals/Building Code

Board of Appeals/Fire Code

City/County Library Commission

Civil Service Commission

Community Development Block Grant Citizens' Committee

Cultural Heritage Commission

Housing Element Steering Committee

Napa County Mosquito Abatement District Board

Napa County Transportation Planning Agency County-Wide
Bicycle Advisory Committee

Napa Public Access Cable TV Board of Directors

Napa Sanitation District Board

Napa Valley Conference & Visitors Bureau Board

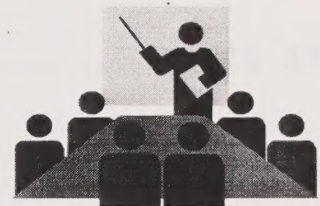
Parks and Recreation Advisory Commission

Parks and Recreation Advisory Commission Bicycle and Trails Subcommittee

Planning Commission

Senior Center Advisory Commission

Tree Advisory Commission



COUNCIL BOARDS

Housing Authority Board

Housing Authority/Building Authority

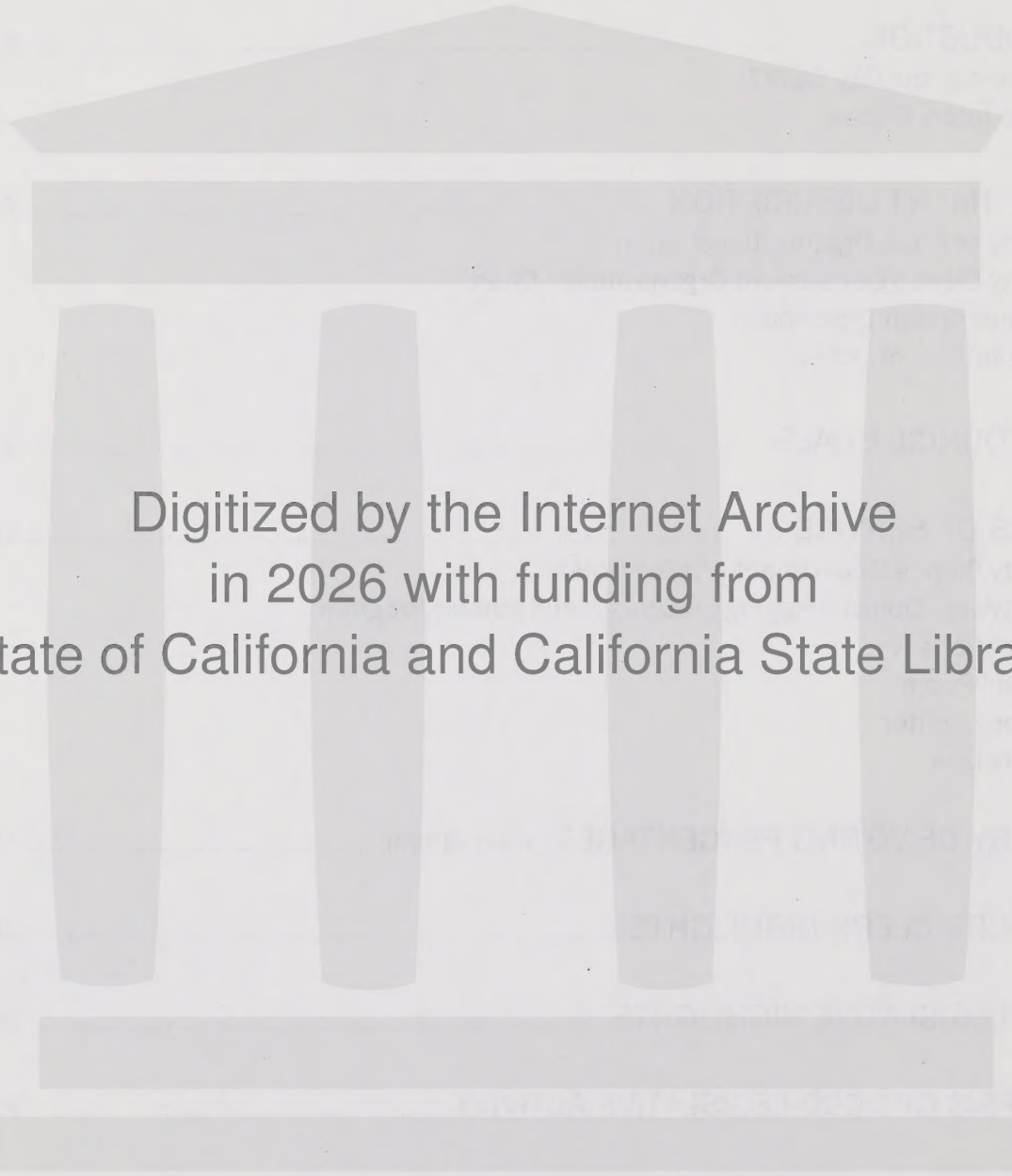
Napa Community Redevelopment Agency

Parking Authority Board

Public Facilities Financing Authority

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INTRODUCTION

WHAT IS THE CITY CLERK?

"The Clerk is one of the oldest government professions."

The municipal clerk, along with the tax collector, is the oldest of public servants. The office can be traced to biblical times and even before.

St. Paul and his followers, during his missionary work in Persia (now Western Turkey), owed their safety to the action of a town clerk. As related in Acts XIX, 23-25, the artisans of Ephesus, who made the idols of the time, feared the effect of Paul's missionary work on their trade. They incited a mob to seize two of Paul's followers. The town clerk, however, spoke out against this action and insisted that charges laid against these men had to be settled in the proper manner and before the proper authorities. There was no justification for riotous conduct. With that, he dispersed the crowd.

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his duties was to read a curse upon anyone who should seek to deceive the people.

The early keepers of the archives were often called remembrancers, and before writing came into use, their memory was the public record.

The title, as we know it, is derived from the Middle Ages. A "clerk" was any member of a religious order, a "cleric" or "clergyman." Since, for all practical purposes, the scholarship of the Middle Ages was limited to the

clergy, the name "clerk" came to be synonymous with "scholar."

The Office of Clerk can be traced back to the year 1272 A.D. in the History of the Corporation of Old London. In the 1500's, in England there was not only the "Towne Clerk" but also the "Clerc Comptroller of the King's Honorable Household." In 1603, there was a "Clarke General of the Armie." King Henry the Eighth had a "Clarke of the Spicery" and King Charles had his "Clerk of the Robes."

When the early colonists came to America, they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first established. The colony at Plymouth appointed a person to act as a recorder.

Over the years, municipal clerks have become the hub of government, the direct link between the inhabitants of their towns and their government. The clerk is the historian of the community, for the entire recorded history of the town and its people is in the clerk's care.

The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks on municipal administration, stated:

"No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is

one), and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

These words, written 40 years ago, are even more appropriate today.

In California there are two ways to become a City Clerk. One is to be elected by the voters of the community, and the other is to be appointed by either the City Council or City Administrator or City Manager. This may be the case for either charter or general law cities. Government Code Section 36501 sets forth the governing officers of the city, one of which is a City Clerk. In order for the office to be appointed, the question must be, at some time, put to a vote of the people (GC 36408).

Statistically, in the State of California approximately 30% of the City Clerks are elected to their office. This figure includes both general law and charter cities and was established during a survey conducted by the International Institute of Municipal Clerks.

The appointed City Clerk is responsible to the City Council and/or the City Manager. Each city is somewhat different from the next in the appointive procedure. Generally, however, the recommendation is made by the City Manager and accepted by the City Council. The appointive powers of the City Council came into action at the adoption for the election results where the question was decided in favor of appointment (GC 36508 - 36511).

The Napa City Clerk is appointed by and serves at the pleasure of the City Council. This position is one of three appointed officials, the others being the City Manager and City Attorney.

This is the annual report prepared by the City Clerk's Department. The scope of responsibilities has been explained in detail in order to familiarize you with the major functions and services of the Department. Since the services performed in the City Clerk's Department are so diverse, it is difficult to compare one year to another. This report is an effort to provide statistics to better quantify the types of services provided



STATUTORY DUTIES

CALIFORNIA STATE GOVERNMENT CODE

Whether appointed or elected, the City Clerk is required to accomplish certain duties. These duties are partially spelled out in Government Code Section 40800 et seq.

The following is excerpted from the Government Code. These duties may be assigned to other staff persons in some cities; however, they are still the responsibility of the City Clerk.

40801 - Record of proceeding; books; index. The City Clerk shall keep an accurate record of the proceeding of the legislative body in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.

40802 - Accounting officer; financial records. The City Clerk is the accounting officer of the city and shall maintain records readily reflecting the financial condition of the city. (See Section 40805.5 below)

40804 - Financial statements; publication or posting. The City Clerk shall cause a summary of the city's financial report required by Section 53891, in a form prescribed by the State Controller, to be published once in a newspaper of general circulation, pursuant to Article I (commencing with Section 6000) Chapter I, Division 7, Title 1 of the Government Code. If there is no such newspaper, he shall cause copies of the statement to be posted in three public places in the city designated by ordinance as the place for posting of public notices.

40805 - Financial statements; time for printing or posting. The report shall be published or posted not later than one hundred twenty (120) days after the close of the fiscal year for which the report is compiled.

40805.5 - Transfer of accounting and financial duties of City Clerk to Director of Finance. The financial and accounting duties imposed upon the City Clerk by Sections 40802 through 40805 may be transferred to a Director of Finance when such office has been established and the powers and duties thereof defined by ordinance.

40806 - Ordinance book; certificate. The City Clerk shall keep a book marked "ordinances" and record in it all city ordinances with his certificate annexed to each, stating:

- a. It is a true and correct copy of a city ordinance.
- b. The ordinance number.
- c. It has been published or posted pursuant to law.

40807 - Record of ordinance; evidence. The record with the certificate is prima facie evidence of the contents of each ordinance and of its passage and publication. It is admissible as such evidence in any court or proceedings.

40808 - City records; use in court; custody. The official city records in the custody of the City Clerk shall not be filed in any court proceeding or other action, but shall be returned to the custody of the City Clerk.

40809 - Ordinance; proof of passage and publication. This article does not prevent the proof of the passage and publication of ordinances in the usual way.

40810 - Ex officio assessor. The City Clerk is the ex officio assessor unless the legislative body provides for the assessment and collection of city taxes by county officers or otherwise.

40811 - City seal; custodian. The City Clerk is the custodian of the city seal.

40812 - Additional duties. He shall perform such additional duties as are prescribed by ordinance.

40813 - Deputies. The City Clerk may appoint deputies, for whose acts he and his bondsmen are responsible. The deputies shall hold office at the pleasure of the City Clerk and receive such compensation as is provided by the legislative body.

40814 - Oaths; affidavits; deposition; certifications. The City Clerk and his deputies may administer oaths or affirmations and take and certify affidavits and depositions pertaining to city affairs and business which may be used in any court or proceedings in the State. The acknowledgment of an instrument may be made before a City Clerk and his deputies within the City in which they are appointed or elected.

Additionally, the statutes of the State of California prescribe the basic functions and duties of City Clerks in General Law Cities. Clerks in Charter Cities customarily have the same duties, but individual charter provisions may provide for variations or additional duties for the specific clerk and city.

The Government Code provides that the City Clerk shall perform such additional duties as are prescribed by ordinance. Thus, the duties and responsibilities of city clerks are not necessarily the same even in General Law Cities, and the City Clerks are subject to the exact requirements of his/her own city.

It has been established that the City Clerk's Department demonstrates some expertise in 25-35 different functional areas. This fact points out the diversity that symbolizes the routine of the City Clerk's Department.

NAPA MUNICIPAL CODE

CHAPTER 2.20 CITY CLERK

Section 2.20.010 Duties at council meetings.

The city clerk shall attend all meetings of the council and act as clerk thereof. The clerk shall keep a full, true and correct record of all proceedings of the council. (Rev. Code 1954, Sec. 1119)

Section 2.20.020 Records and files to be kept.

The city clerk shall keep the following records and files:

- A. A copy of every city ordinance in a book marked "Ordinances;
- B. A file of all official bonds;
- C. A record or file of all books, reports and documents which may be required by law, charter or this code to be recorded or filed. (Rev. Code 1954, Sec. 1120; Ord. No. 2082, Sec. 2, 1/17/72)

Section 2.20.030 Duty to cause publication.

The city clerk shall cause to be published in a newspaper of general

circulation, published in this city, all franchise ordinances and all notices and other writings required to be published by law, charter or this code, or ordered published by resolution of the council. (Rev. Code 1954, Sec. 1121)

Section 2.20.040 Duty to post notices.

The city clerk shall post all notices required to be posted by law, the charter, or this code, or ordered posted by resolution of the council, unless it is specifically otherwise provided that it shall be the duty of another officer to post such notices. (Rev. Code 1954, Sec. 1122)

Section 2.20.050 Certifications.

The city clerk shall within one day after the following actions are taken certify said actions and sign said certifications authenticating his/her signature with his/her seal and deliver said certificate to the city auditor:

- A. Allowance of demands by the council;
- B. Appointment and qualification of any officer whether said appointment is by the city manager or council. Said certification is to state the name of the party appointed, the name of the office, the date or dates of appointment and qualification, and the name of the appointive authority.
- C. All entries in the minutes of the council of resolutions fixing compensation of officers or employees. (Rev. Code 1954, Sec. 1123)

Section 2.20.060 General financial duties.

The city clerk shall perform such duties with respect to filing claims or demands against the city, preparation of demand vouchers, verification of the items thereof,

filing of reports, accounts and the preparation of the budget and any other matters with respect to finances as shall be prescribed by the city auditor and approved by the city manager. (Rev. Code 1954, Sec. 1124)

Section 2.20.070 Sealing, authentication of documents.

The city clerk shall keep the seal of the city and authenticate his or her signature and seal all ordinances, and when directed to do so by law, the charter, this code or order of the council or city manager, he or she shall authenticate bonds, contracts and any other documents. (Rev. Code 1954, Sec. 1125)

Section 2.20.080 Duty to issue subpoenas, processes, notices.

The city clerk shall issue all subpoenas, processes and notices required to be issued by law, the charter, this code or order of the council or city manager. (Rev. Code 1954, Sec. 1126)

Section 2.20.090 Upkeep of code.

The city clerk shall keep this code up to date. More specifically, he/she shall:

- A. List chronologically all ordinances of this city, specifying the subject matter of each;
- B. At least semiannually cause all amendments to this code to be printed in loose-leaf form and insert such amendments and remove repealed and amended portions of this code from all copies and portion of copies in use by city officials, and shall have enough amendments printed to make a supply available to members of the public desirous of purchasing them. (Rev. Code 1954, Sec. 1127)

CITY CHARTER

EXECUTIVE AND ADMINISTRATIVE
DEPARTMENTS

Appointive officers.

Section 75. The appointive officers of the City of Napa shall be a City Treasurer, a City Manager, a City Clerk and a City Attorney appointed by a majority vote of the City Council to hold office at the pleasure of the City Council; and a City Assessor, a City Collector, a City Auditor, a Public Works Director, a Planning Director, a Finance Director, a Police Chief, and a Fire Chief, all to be appointed by the City Manager. The Council may from time to time by ordinance, designate other appointive officers. The appointive officers over whom the City Manager holds the power of appointment with the exception of the Fire Chief and the Police Chief may be removed by the City Manager at any time. Upon their qualification and appointment, each of the hereinbefore stated officers whose positions are full-time shall become and remain a resident of the City of Napa during the time he is an officer except as herein otherwise stated. (Amended May 25, 1949; May 29, 1964; May 9, 1966.)

Appointment and removal of appointive officers.

Section 76. All appointive officers over whom the City Council holds the power of

appointment shall be appointed or removed by a majority vote of the City Council with the exception of the removal of the City Manager which removal may only be accomplished as follows:

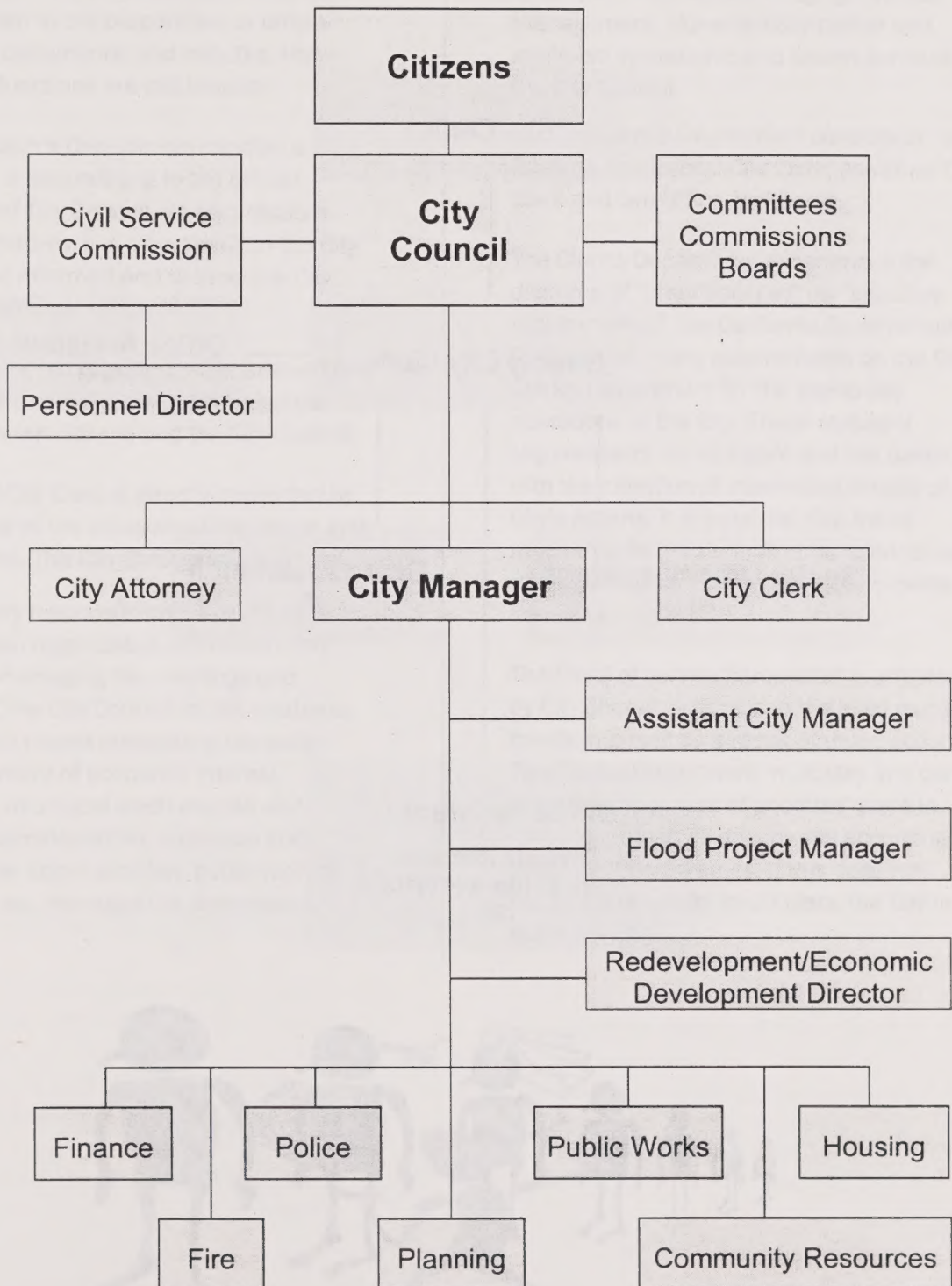
At a regular meeting of the City Council, it shall adopt a resolution of intention to remove said City Manager, which resolution shall be approved by a majority of the members of the City Council and shall set forth the grounds for such proposed removal. A certified copy of said resolution of intention shall then be served personally upon said City Manager who shall have the right to defend himself against said charges before said City Council at a public hearing and at a time to be fixed by it, which shall be not less than two weeks after the service of said resolution of intention upon said City Manager and not more than thirty days thereafter.

The City Council may thereupon, or within five days thereafter, enact a resolution by an affirmative vote of a majority of the members of said City Council, either by discharging said City manager or retaining him in office, as it may by such resolution determine.

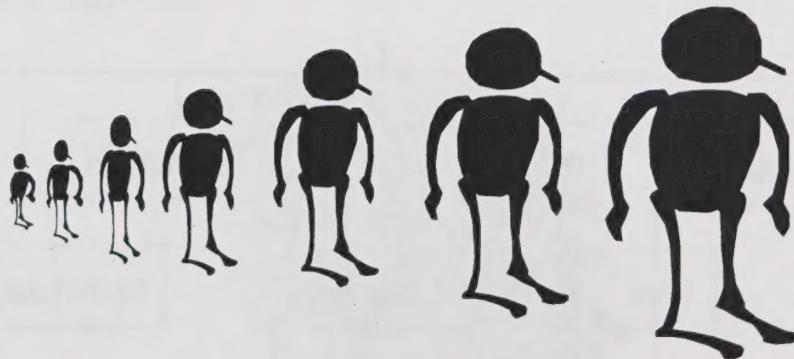
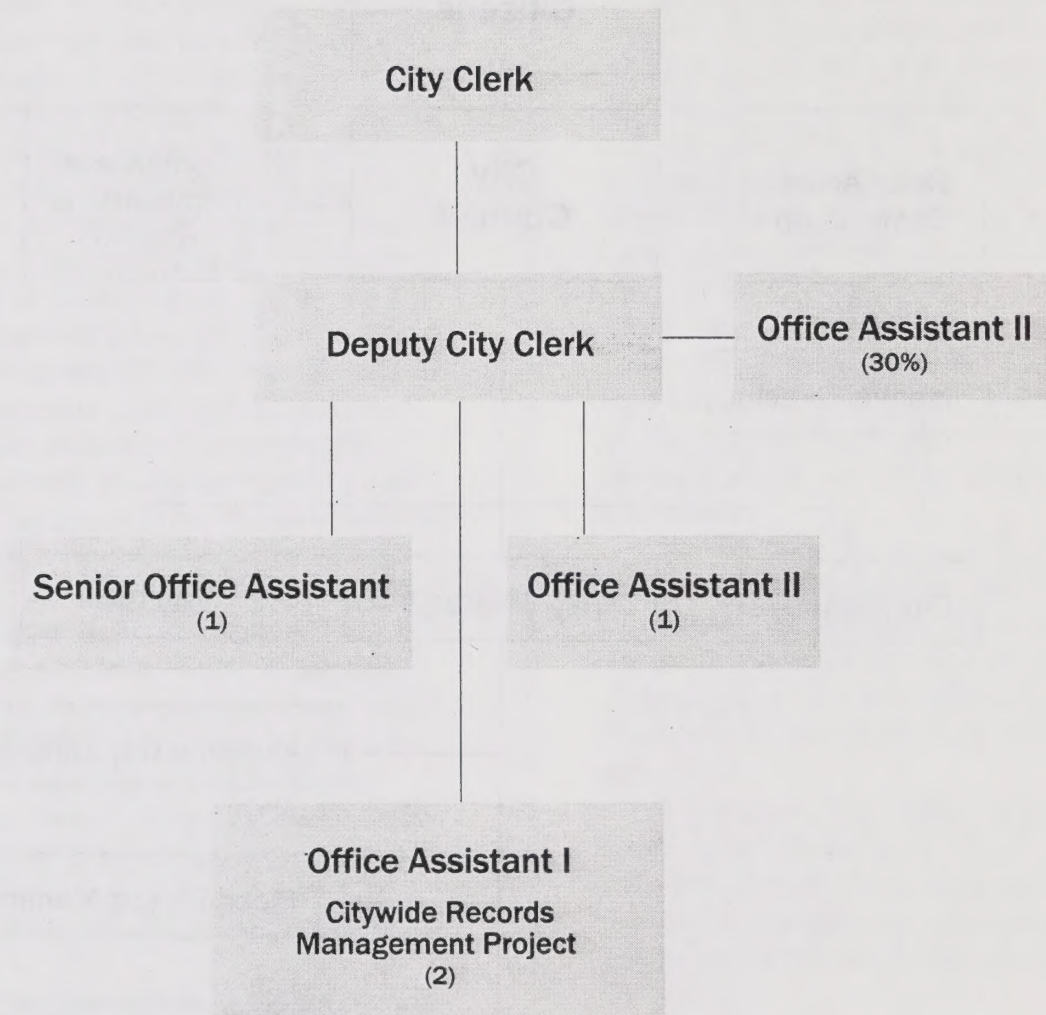
Pending such hearing and by said resolution of intention, the City Manager may be suspended from office but shall be entitled to his salary during the time of such suspension if reinstated. (Amended May 25, 1949.)



CITY OF NAPA ORGANIZATIONAL CHART



CITY CLERK'S DEPARTMENT ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION

The City Clerk's Department is usually the principal link between City Council and the City staff in the preparation of official agendas, documents, and minutes. However, the functions are still broader.

The City Clerk's Department handles a myriad of duties relating to the official business of City Council, its commissions and committees. It is incumbent on the City Clerk to be informed and to keep the City Councilmembers informed.

Traditionally, the City Clerk's Department has been considered a main communication point between citizens and the City Council.

The Napa City Clerk is directly appointed by and serves at the pleasure of the Mayor and City Council. The City Clerk is a City Official.

The primary responsibilities include legislative action organization/administration; including managing the meetings and actions of the City Council; public relations; liability and claims processing; campaign and statement of economic interest reporting; municipal elections; bid and contract administration; municipal code and charter administration; publication of legal notices, manages the commission

member program, chief public information officer, city-wide optical imaging/records management, city-wide copy center and mailroom operations; and liaison services for the City Council.

The City Clerk's Department consists of four full-time employees: City Clerk, Assistant City Clerk and two Office Assistants.

The Clerk's Department experiences the dilemma of "other services" vs. "statutory requirements." The California Government Code places many requirements on the City Clerk's Department for the day-to-day operations of the City. These statutory requirements are stringent and are designed with the intention of minimizing liability of the City's actions. It is essential that these requirements are met; all other services are non-essential until statutory requirements have been satisfied.

The "level of service barometer" is affected by City Council actions and the legal requirements imposed as a result of those actions. The Clerk's Department must stay in a constant "readjustment of priorities" state in order to process all documents according to prescribed time frames. If this does not happen, the results could place the City in a liable position.



EXAMPLES OF DUTIES

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Financial statements; publication or posting (prepared and administered by the Finance Department) ✓ Ordinance book; certificate ✓ Maintain custody of records ✓ Serve as Clerk of the Council ✓ Record and maintain proceedings of Council meetings ✓ Attest, publish, index and file ordinances ✓ Attest, index and file resolutions ✓ Maintain custody of City Seal ✓ Administer and file Oaths of Office ✓ Conduct elections ✓ Receive petitions relating to initiative, referendum or recall ✓ Attest to subpoenas ✓ File Affidavits of Completion ✓ Duties concerning improvement district proceedings ✓ Duties concerning street vacations ✓ Duties concerning filing of claims and claims administration (in coordination with the City Attorney and City's Claims Administrator) ✓ Give notice of public hearings | <ul style="list-style-type: none"> ✓ File official bonds ✓ Maintain appointive list as required under Maddy Appointive List Act ✓ Repository for documents addressed to the City Council and/or to the City ✓ Answer citizen inquiries made by telephone or in person ✓ Administer the functions of the City Clerk's Department ✓ Maintain Napa Municipal Code Book, the City Charter and Council policy resolutions ✓ Receive and open bids ✓ Provide forms to register voters ✓ Accept subpoenas ✓ Act as City archivist and/or historian ✓ Process recordable documents ✓ Manage, prepare and assemble City Council agendas and agenda packets ✓ Manage Copy Center operations ✓ Coordinate agreement execution and follow-up, maintain insurance certificates ✓ Manage Public Information functions, particularly for disaster related events ✓ Manage City wide Records Management Program |
|--|---|

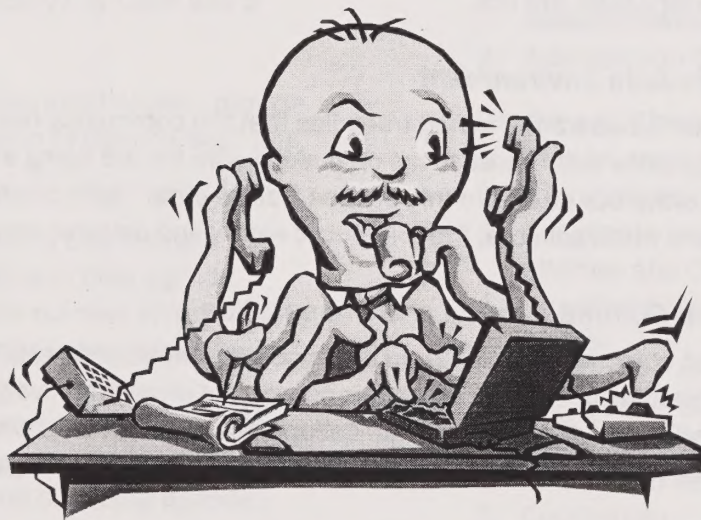
The City Clerk's Department is the keeper of all City documents. These include agreements, vehicle registration papers, Council meeting minutes, Council correspondence, deeds, recorded ordinances and resolutions, assessment districts, bond sales, franchises, etc.

The various departments within City Hall are dependent on the Clerk's Department for access to these documents and copies of such to facilitate their daily needs.

Since constant reference must be made to the records in the custody of the City Clerk's Department, an efficient City Clerk's Department can greatly assist in facilitating the proper and accurate flow and accomplishment of administrative work.

To this end, the City has embarked on a City-wide records management and optical imaging program. The overall goal of this program is to maintain control over documents, while allowing the maximum level of access to timely, accurate information using advanced technology.

The management, preparation, publication and dissemination of the agenda and agenda items for the City Council is an ongoing, interdependent activity. A number of timely, coordinated actions must be performed on a weekly basis. If problems and delays are to be avoided, all departments must adhere to fundamental format and procedural requirements.



CITY COUNCIL GOALS

◆ ***Economic Vitality***

Programs, policies and procedures that support both the retention of existing businesses and attraction of new businesses to the City. Discussions regarding economic vitality emphasize the need to be strong in this area in order to generate revenues that support the financing of other goals, objectives and priorities.

◆ ***Neighborhood Improvements***

Discussions in this area focus on meeting the direct needs and interests of the City's residents including safe, clean and attractive living environments. Local issues surrounding neighborhoods focus on the need for effective police, fire and code enforcement services.

◆ ***Technology and Working Smart***

This broad goal/objective touches directly on the need to identify and implement available technologies that impact directly the way we do our work. A supporting message emphasizes the need to "work smart." Working smart recognizes that resources are finite yet service quality and expectations, in most cases, are not.

◆ ***Community-Wide Safe Environment***

Recognizing the numerous traffic related tragedies that the community has recently experienced, discussions in this area focus on making sure we are doing everything that we possibly can to improve our ratings in this area as well as other "safe community" efforts such as crime prevention, youth services, fire and public safety and disaster preparedness.

◆ ***Internal/External Communication and Cooperation***

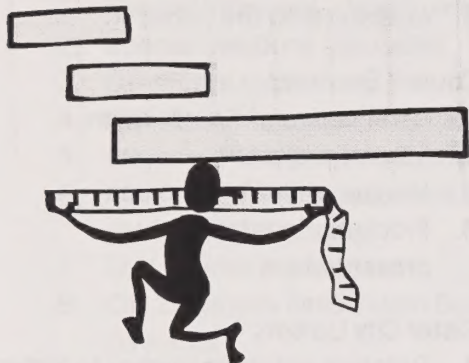
This is a very broad objective that builds on the concept of working smart. Discussions brought under this broad heading include an emphasis on working more effectively with outside agencies and jurisdictions; keeping communication open with these external agencies; and building a strong communication and team-work effort internally involving all employees and staff.

◆ ***Infrastructure Improvement***

Discussions in this area recognize the need to take a long-term look at our infrastructure. This priority re-emphasizes the fact that our street, storm drain, water, sewerage and related systems serve as the foundation for all services that the City provides.

LEVELS OF SERVICE

CITY CLERK'S DEPARTMENT



ADMINISTRATION

Staff: City Clerk, Deputy City Clerk and 2 Office Assistants

- A. Legislative Actions and Policies - provide related information to Council, staff and the public
- B. Agenda preparation/coordination:
 1. Prepare draft and final agenda managing the number of items practically able to be considered at that meeting
 2. Coordinate and/or prepare agenda summary reports
 3. Assemble and distribute agenda packets
 4. Maintain Three-Month Calendar scheduling and tracking upcoming agenda items
- C. Minutes/Ordinances/Resolutions - following adoption:
 1. Prepare and distribute to Council, staff and the public
 2. Index (legislative history to provide up-to-date history of legislative actions)
 3. Research
- D. Records Management:
 1. Procedures - access, retention, disposal, storage
 2. Archives
- E. Office Technology:
 1. Seek ways in which processing information is streamlined and accessible to the general public and staff
 2. Keep up with the latest trends in information management and processing
- F. Documents:
 1. Processing - execution, recordation
 2. Receipt - agent for Council and City for lawsuits/claims
 3. Availability to Council, staff and public
- G. Liability and Claim Processing:
 1. Receipt and logging
 2. Law changes
 3. Coordinate administration with City Attorney and Claims Administrator
 4. Coordinate risk management activities for City
- H. Municipal Code/City Charter/Policy Resolutions:
 1. Preparation and maintenance
 2. Codification
 3. Availability to Council, staff and public
- I. Public Notices - Publication and filing
- J. Bid Openings:
 1. Bid information, opening process, bond releases
 2. Document processing and official filing

- K. Agreement Administration:
 - 1. Processing and distributing
 - 2. Tracking insurance and term of agreement
 - 3. Accessibility to Council, staff and public
- L. Insurance:
 - 1. Maintain up-to-date files for City insurance
 - 2. Maintain up-to-date files for agreements
- M. Advisory Commissions
 - 1. Recruitment/orientation program
 - 2. Maintenance of master lists
 - 3. Commission Member Appreciation Program
- N. Official Seal - Custodian
- O. Oaths of Office for elected officials, City employees, and appointed commission members
- P. Annexation:
 - 1. Public notice and scheduling of hearings
 - 2. Process annexation notification to County/State agencies
 - 3. Payment of annexation fees
 - 4. Mail City "Welcome Packet"
- Q. Public Relations:
 - 1. Disseminate information about City occurrences, programs, improvements and regulations to the public and media
 - 2. Coordinate special projects as assigned by Council
 - 3. "City Hall on the Road" - educational outreach to students
- R. Public Information Office
 - 1. Manage Public Information "Hotline"
 - 2. Manage Public Information Center
 - 3. Prepare press releases

- S. Conflict of Interest (City Council, staff, advisory commissions)
 - 1. Maintain/update City's Conflict of Interest Code Filing official for Statements of Economic Interests
 - 2. Noticing service
 - 3. In-service workshops
 - 4. Availability to the public
- T. Council Services:
 - 1. Certification of Appreciation
 - 2. Special projects
 - 3. League of California Cities
 - 4. Proclamations/special presentations
- U. Sister City Liaison:
 - 1. Organize activities related to Sister City events in coordination with the Office of Protocol
 - 2. Member of Sister City committee

CITY WIDE RECORDS MANAGEMENT PROGRAM

Staff: City Clerk, Deputy City Clerk and 4 Office Assistants

- A. Manage City-Wide Records Coordinator process to insure adherence with council adopted standards
- B. Meet with each department to provide project oversight on records management practices and principles in accordance with State law
- C. Manage city-wide optical imaging of official documents to provide an accessible and efficient means of records retention and retrieval

ELECTIONS

Staff: City Clerk, Deputy City Clerk and 2 Office Assistants



- A. Election Management:
 1. General Municipal – March, odd years
 2. Special elections - as called
 3. Candidate orientation
 4. New Councilmember orientation
 5. Mayor's "Pass the Gavel" ceremony
 6. Initiatives, referendums and recall petitions - processing
 7. Civil Service Commission
 8. City Employee Association Board of Directors
- B. Campaign and Economic Disclosure (Council, staff, local campaign committees)
 1. Filing and review agent
 2. Noticing
 3. In-service workshops
 4. Availability to public

MAIL ROOM

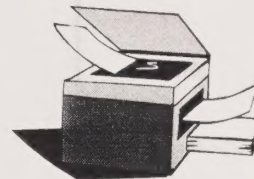
Staff: City Clerk, Deputy City Clerk and 2 Office Assistants



- A. Distribute incoming mail to departments
- B. Forward outgoing mail to U.S. Post Office from City departments
- C. Maintain postage meter and equipment
- D. Distribute documents received by facsimile transmission
- E. Maintain facsimile equipment

COPY CENTER

Staff: City Clerk, Deputy City Clerk and 2 Office Assistants

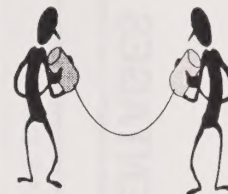


- A. Monitor effectiveness of equipment
- B. Maintain copy machines
- C. Coordinate training
- D. Allocate annual expenses

CITY LINK

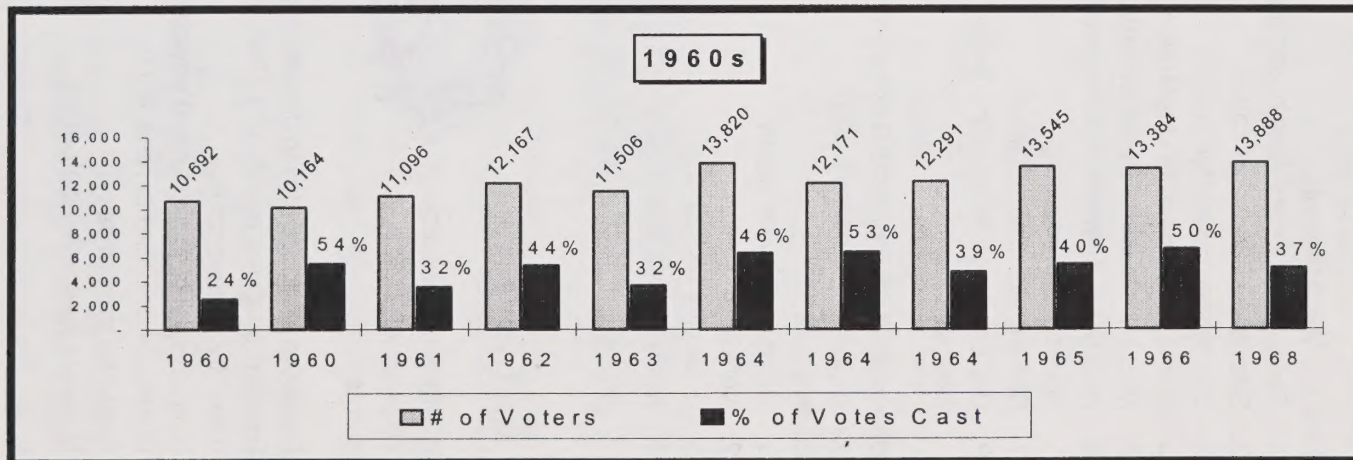
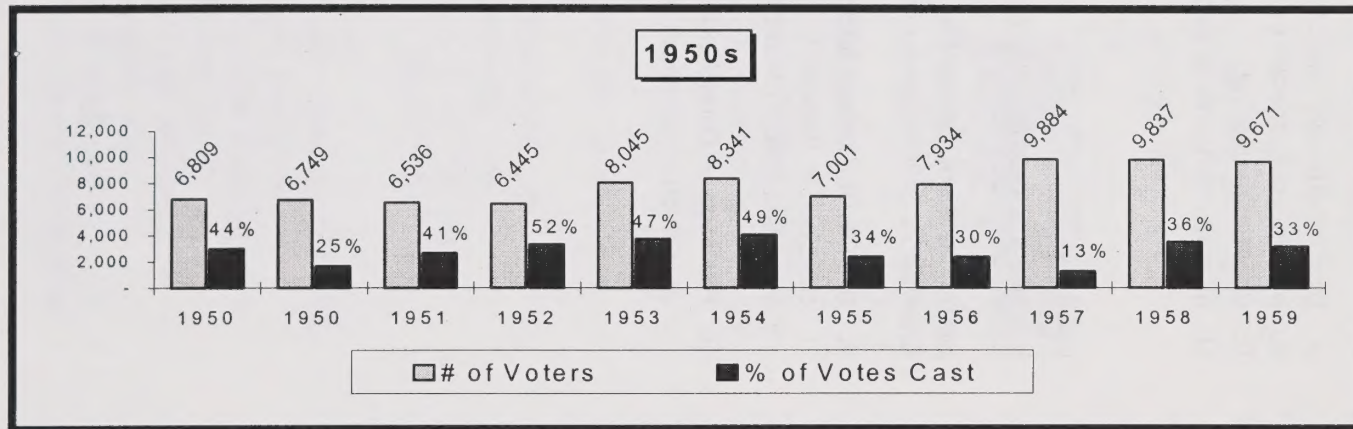
Legislation Coordination

Staff: City Clerk, Deputy City Clerk and 2 Office Assistants



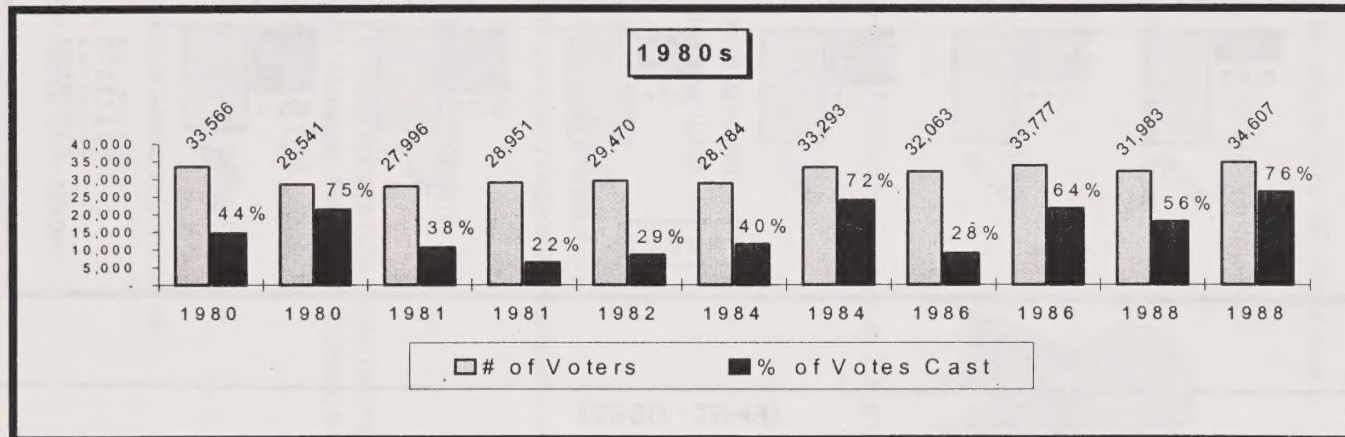
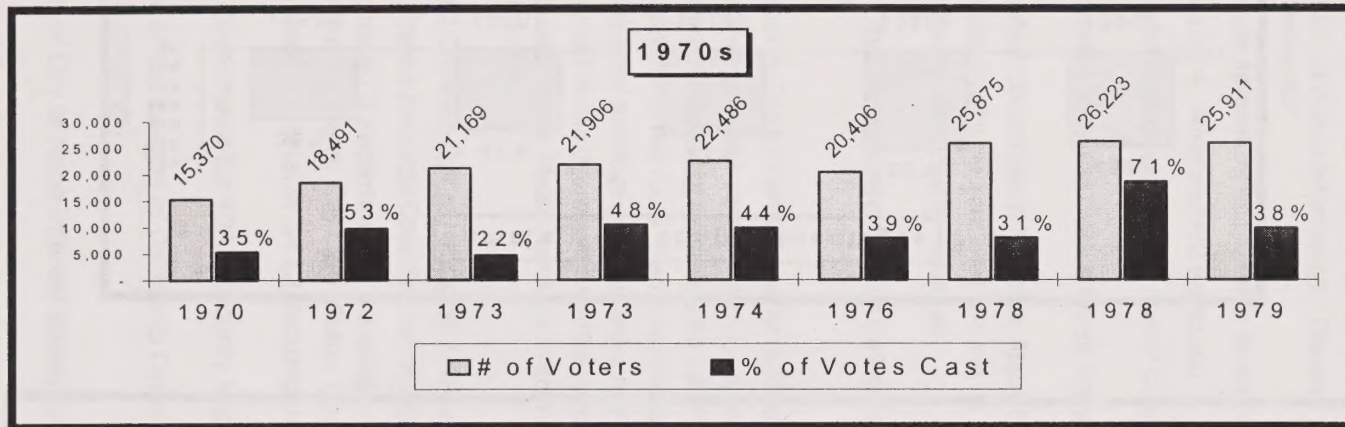
- A. Use CityLink to seek information from other cities and to respond to requests for information from other cities
- B. Follow-up on Council actions in support / opposition of legislative proposals

HISTORY OF VOTING PERCENTAGES (1950 - 1999)

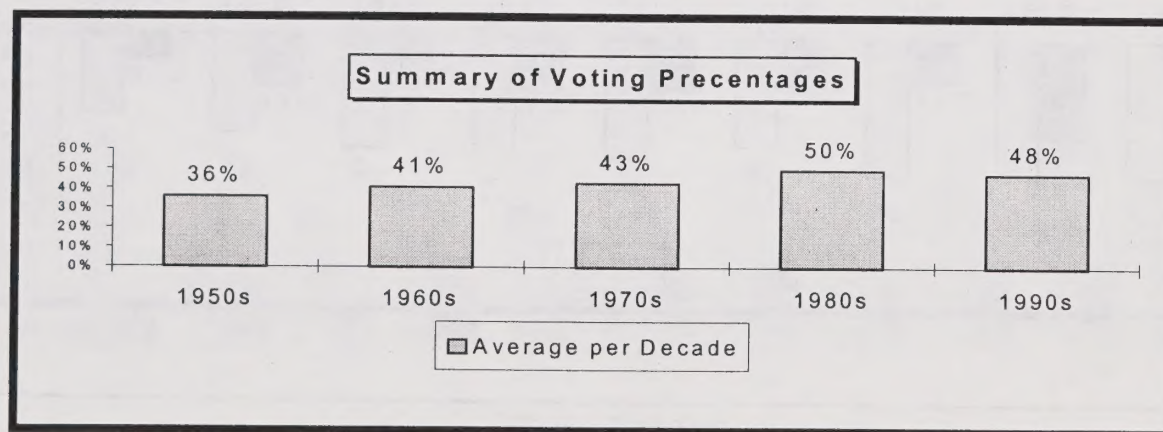
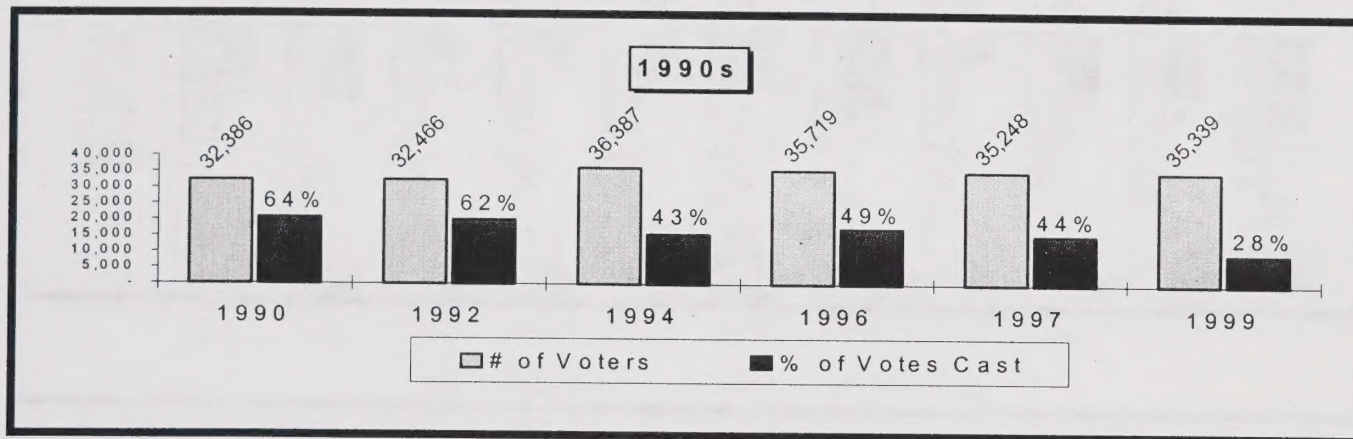


HISTORY OF VOTING PERCENTAGES

(1950 - 1999)



HISTORY OF VOTING PERCENTAGES (1950 - 1999)



2000 CITY CLERK HIGHLIGHTS

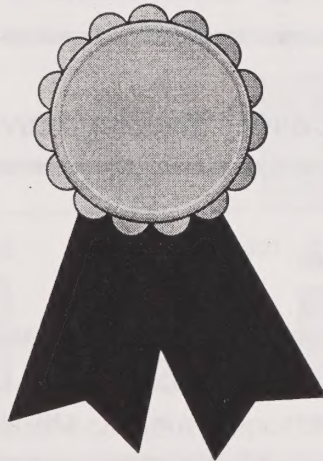
- ◆ Workshops facilitated:
 - ☞ *Speaker at Public Information / Disaster Education meeting on June 28: "Napa County Sharpshooter"*
 - ☞ *Citywide Agreement and Agenda Report Workshops: June 19 and November 27*
 - ☞ *April 13-14: Advanced PIO Workshop*
 - ☞ *Established and coordinated Clerks' Quarterly Meetings each quarter*
- ◆ Coordinated Municipal Clerk's Week activities: May 1-5
- ◆ Coordinated Commission Member Appreciation Banquet – May 11
 - ☞ *"The Spotlight is on You!" was the theme*
 - ☞ *123 people attended the banquet*
- ◆ Hosted City Clerks Association of California "Nuts & Bolts" Workshop – August 23 at the Marriott
- ◆ September 3, 2000 Earthquake activities:
 - ☞ *Coordinated media contacts with local, state and federal agencies*
 - ☞ *Coordinated Opening Ceremony for Local Assistance Center (LAC)*
 - ☞ *Coordinated press tours of affected areas*
 - ☞ *Coordinated briefings with legislative representatives*
 - ☞ *Recorded Public Information Hotline messages in both English and Spanish*
 - ☞ *Produced official Media Releases in coordination with State and Federal agencies and/or departments*
- ◆ Managed Citywide Optical Imaging / Records Management Program
 - ☞ *Facilitated Records Coordinator meetings*
 - ☞ *Facilitated 8 departmental meetings resulting in 6 departments fully implemented into the program: City Clerk, Police, City Attorney, City Manager, Planning & Redevelopment*
 - ☞ *Scanned in a total of 3412 documents consisting of 20,797 pages*
- ◆ Project Coordinator for ADA / Security Improvements – South Wing, City Hall
- ◆ Member of the League of California Cities Administrative Services Committee (*quarterly meetings*)
- ◆ Member of City of Napa Interest Based Bargaining – NERC Committee
- ◆ Member of Special Events Committee
- ◆ Member of Napa County Flood Control Project Communication Team
- ◆ Region IX Director to the Board for the International Institute of Municipal Clerks (IIMC)



2000 LEGISLATIVE HIGHLIGHTS

- ◆ Survived the September 3 Napa Earthquake!
- ◆ Imola Avenue Underground Utility District
- ◆ Preferred Options – Alston Park Master Plan
- ◆ Annual Joint Meetings with Commissions
- ◆ Adopted an Economic Element to the *Envision Napa 2020* (General Plan)
- ◆ Assisted in continued funding for NCCEO – Homeless Shelter
- ◆ Goals Tracking System 1999-2000 and 2000-2001
- ◆ Adopted Financing Plan for Fire Station No. 4 (Kansas and Soscol Avenues)
- ◆ Streamlined Certificate of Appropriateness/Cultural Heritage Commission process
- ◆ Established Community Outreach/Public Communications Team for transportation/flood projects
- ◆ City-Wide Optical Imaging Program (*Reorganization*)
- ◆ Approved Phase II Rezoning (*Coronado and Shetler Avenues*)
- ◆ Established Citizen Committee regarding Growth Management Strategy
- ◆ Youth Sports Field Strategic Plan
- ◆ Remodel of Napa Municipal Golf Course Clubhouse
- ◆ “Chart the Course” Community-Wide Budget Process
- ◆ Adopted Soscol Avenue/Downtown Riverfront Design Guidelines
- ◆ Garbage Rate Review resulting in reduction of garbage rates
- ◆ Funding for additional hours of operation for the City-County Library
- ◆ Landscape design and public art component to the redesign of the Mervyn’s Plaza area

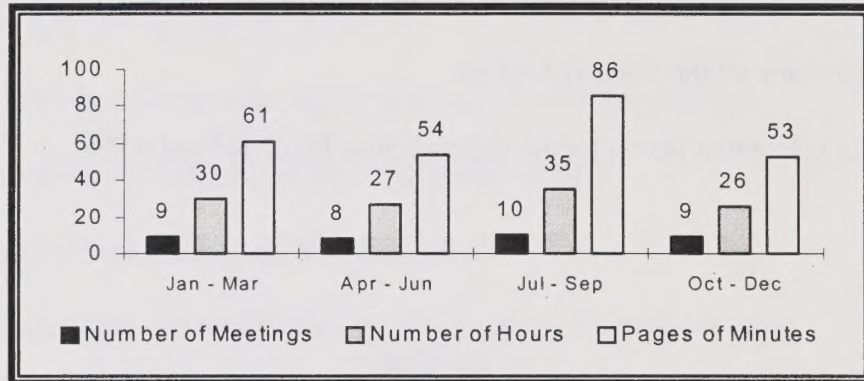
- ◆ Adopted Memorandum of Understanding with NCEA – 4 years
- ◆ Wednesday Development Application Fast Track Program
- ◆ Approved General Plan Amendment for 216 Properties to reclassify and revise the Business Professional Land Use definition in the Land Use Element
- ◆
- ◆ Master Plan for the Lakeview Reservoir site
- ◆ Redesign of Hwy 29/Trancas Street Interchange Project
- ◆ Exploring options for the Napa Valley Expo
- ◆ Planned Development Permit for the Oxbow School Campus Master Plan



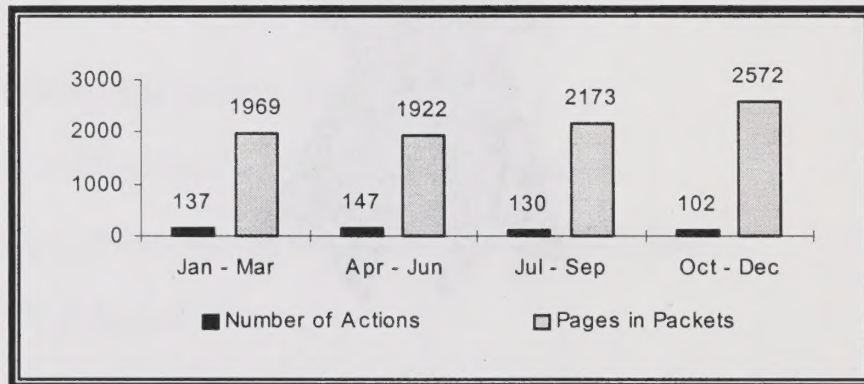
SYNOPSIS OF 2000 LEGISLATIVE ACTIVITY

The City Clerk's Department is responsible for maintaining several different types of documents. The following is provided for your information. These charts are not all inclusive of the activity in the City Clerk's Department, but a cross-sampling to give you an understanding of the volume.

City Council Meetings

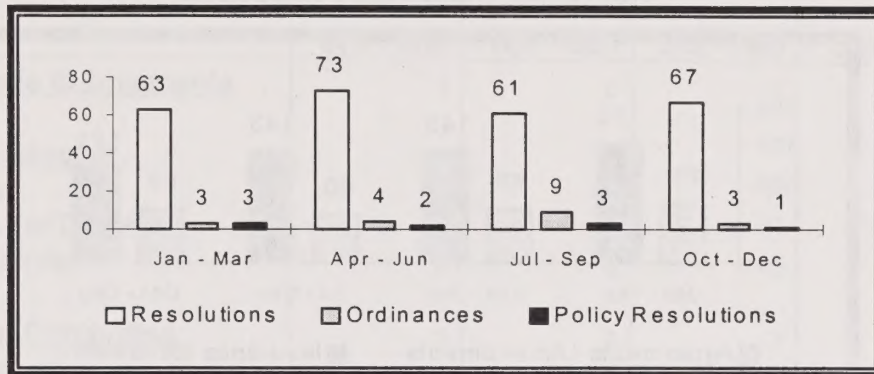


Council Meeting Activity

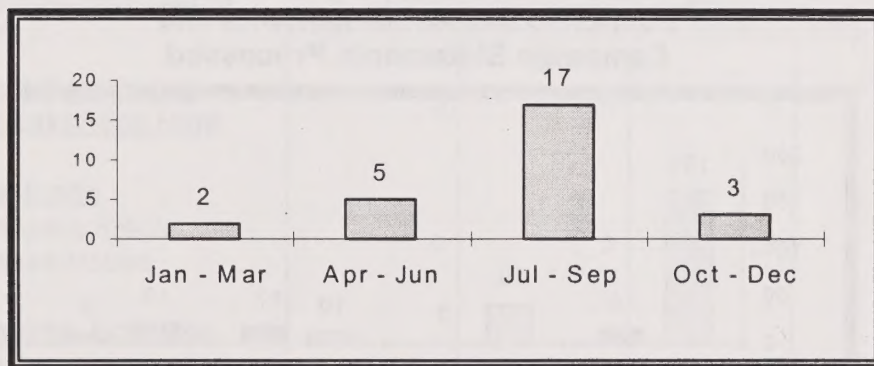


SYNOPSIS OF 2000 LEGISLATIVE ACTIVITY

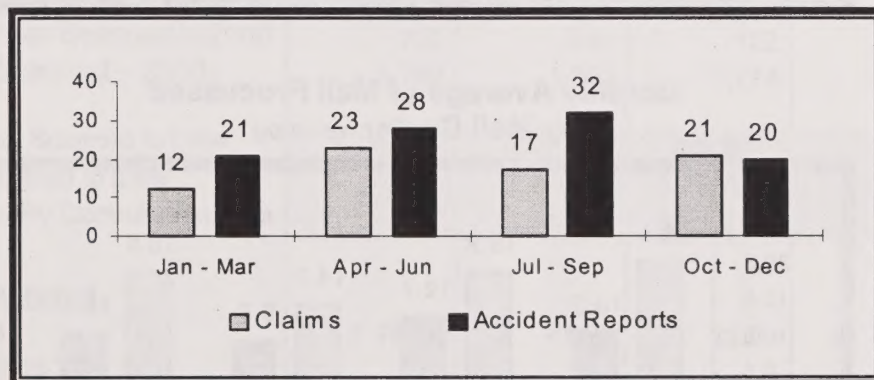
Resolutions and Ordinances Adopted



Commission Vacancies Filled

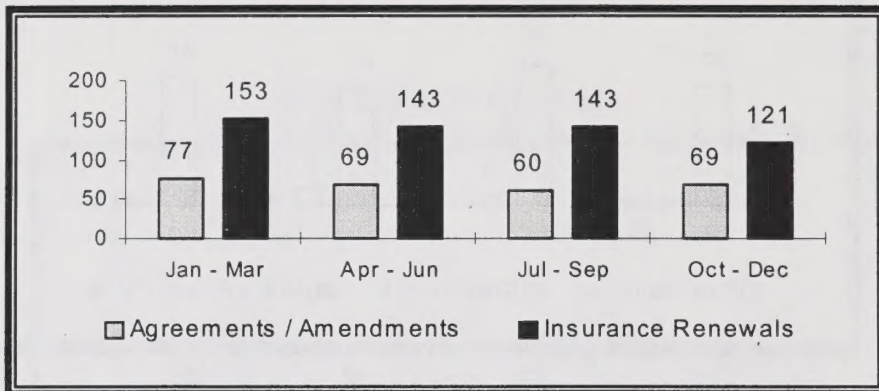


Claims and Accident Reports Processed

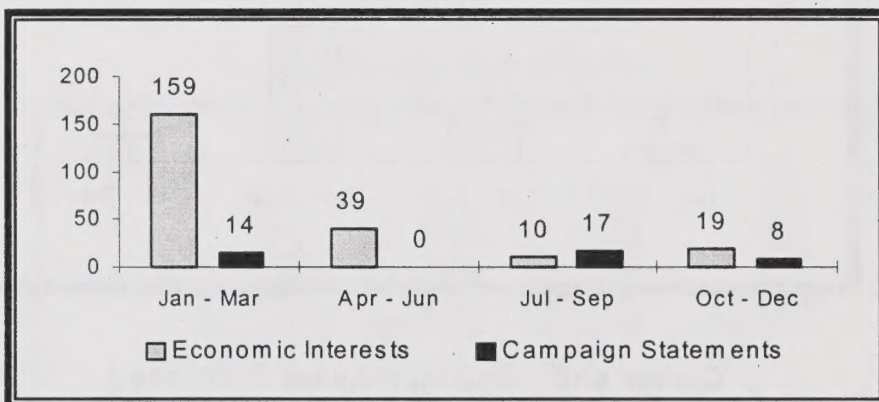


SYNOPSIS OF 2000 LEGISLATIVE ACTIVITY

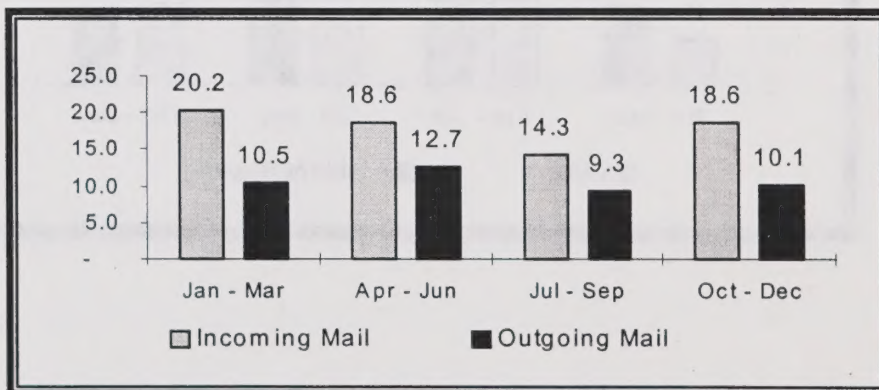
Agreements, Amendments and Insurance Renewals Processed



Economic Interest Statements and Campaign Statements Processed



Monthly Average of Mail Processed by Mail Center (in 1000s)



SYNOPSIS OF 2000 LEGISLATIVE ACTIVITY

Other types of activities within the City Clerk's Department during 1999 include:

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Annual Total
<u>Municipal Code Supplements</u>	1	0	0	1	2
<u>Elections Conducted</u>					
Civil Service	0	1	0	0	1
NCEA Board of Directors	1	0	0	1	2
Municipal Election	0	0	0	0	0
<u>Bid Openings Conducted</u>	3	3	3	1	11
Plan & Specs sold	47	97	110	32	286
Plan & Specs faxed	46	32	82	70	230
<u>Total Agreements Maintained</u> (as of 12/31/00)	872				
<u>Agenda Report/Agreement Processing Workshops Held</u>	0	0	2	0	2
<u>Disaster Assistance</u>					
9/3/00 Earthquake Press Releases Issued	0	0	21	8	29
<u>Public Information Activities</u>					
PIO Workshops	0	1	2	1	4
SEMS Training Seminars Offered	1	2	1	3	7
<u>Records Management Progress</u>					
# of Documents Scanned – 2000	232	244	122	2,814	3,412
# of Pages Scanned – 2000	1,789	1,802	1,774	15,432	20,797
Total Documents Scanned to Date	6,365				
Total Pages Scanned to Date	35,695				
Total Pages Quality Controlled to Date	27,212				
<u>Revenue Generated</u>					
Photocopies	\$ 78.20	\$ 41.20	\$ 22.00	\$ 27.00	\$ 168.40
Copies of tapes	0	0	0	30.00	30.00
Notary Fees	10.00	10.00	30.00	100.00	150.00
Subscriptions (agendas, minutes)	206.00	3,475.00	143.25	250.00	4,074.25
Appeals	150.00	300.00	450.00	150.00	1,050.00
Facility Rents	210.78	0	150.00	0	360.78
Misc (late fines, election fees, etc.)	0	10.00	0	1,825.00	1,835.00
Total Revenue	\$654.98	\$3,836.20	\$795.25	\$2,382.00	\$7,668.43

Sister City/Friendship City Functions:

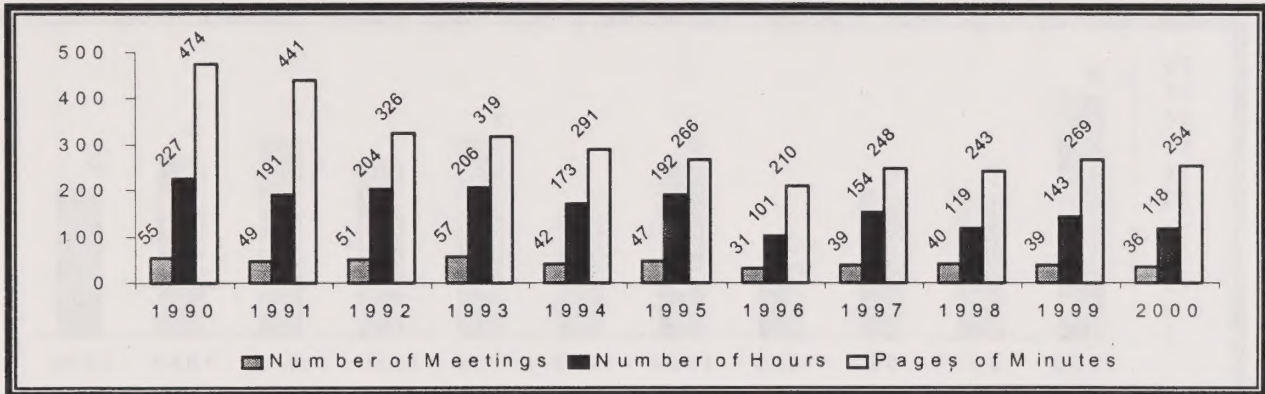
Date	Name of City	Event
March 2000	Bundaberg, State of Queensland, Australia	"Friendship Force" group visited this city and extended Mayor Henderson's greetings.
August 8 – 14	Launceston	Group of 8-12 visitors, including Deputy Mayor Waddle & husband John Waddle, from Launceston toured Napa Valley. Welcome luncheon at Geezers on 8/9, hosted by City of Napa, CVB, Chamber of Commerce and Sister City Committee, started their tour which included the Costume Factory, Wine Train, Di Rosa Preserve, American Center, Chef's Market, Niebaum Coppola Winery and Clos Du Val Winery. Mayor Henderson and City Manager Patricia Thompson, along with approximately 50 others attended a business luncheon with the visitors at River City Restaurant on 8/11/. The visitors departed Napa after a farewell BBQ at Sharon Simpson's house on 8/13 to tour San Francisco before returning to Australia.

Disaster Response/Preparation

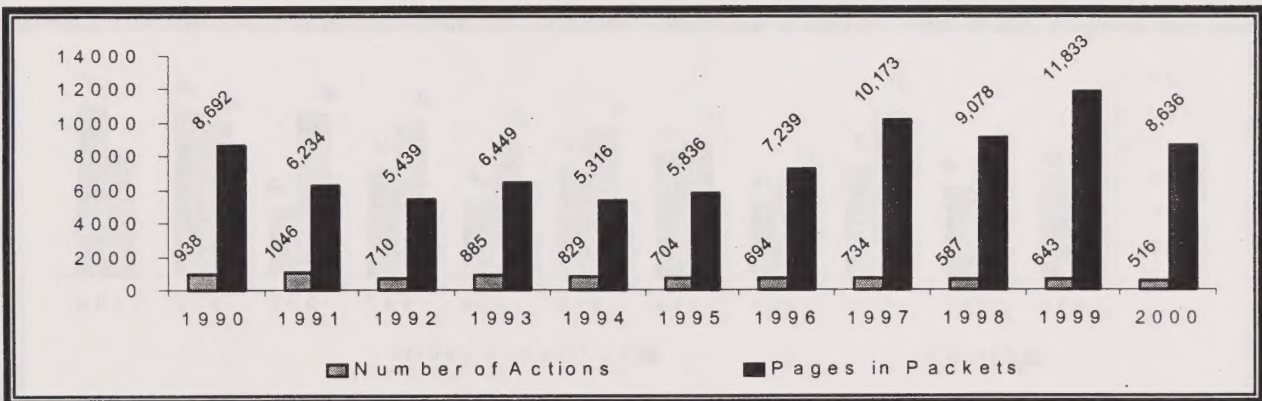
Date	Event
April 19 – 20	PIO Basic / Advanced Workshop at Napa Valley College
May 1 – 5	Earthquake Preparedness Week
September 3 Earthquake	The City of Napa experienced a 5.2 earthquake on the Mt. Veeder fault. The President of the United States declared Napa County a Federal Disaster Area with an anticipated \$55 million in damages. The City Clerk's Department was responsible for coordinating Public Information functions on behalf of the City. this included organizing media updates and tours, organizing tours and meetings with State and Federal legislators, coordinating public information Media Releases with local, state and federal agencies, keeping the local community apprised through the City's web page, email and local press releases. This function is currently ongoing.

CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY (1990 - 2000)

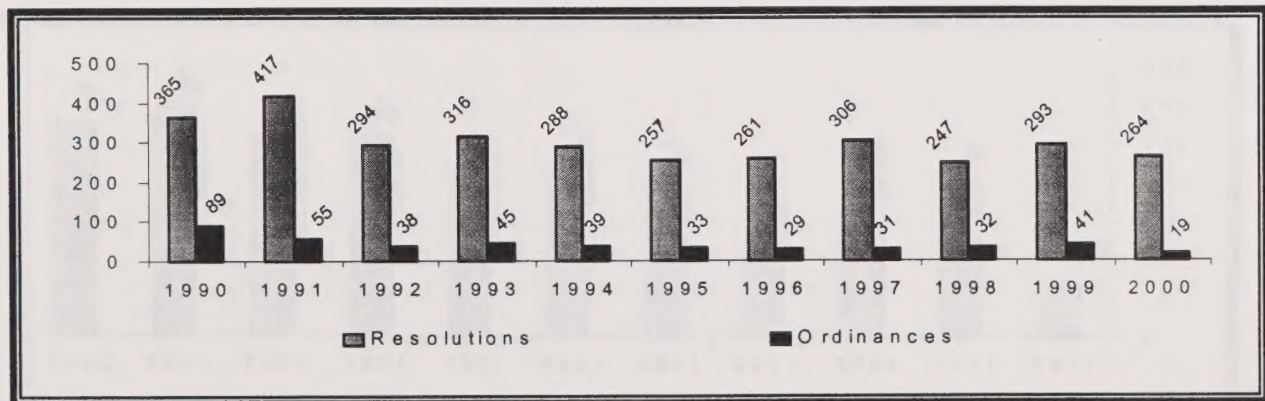
City Council Meetings



Council Meeting Activity

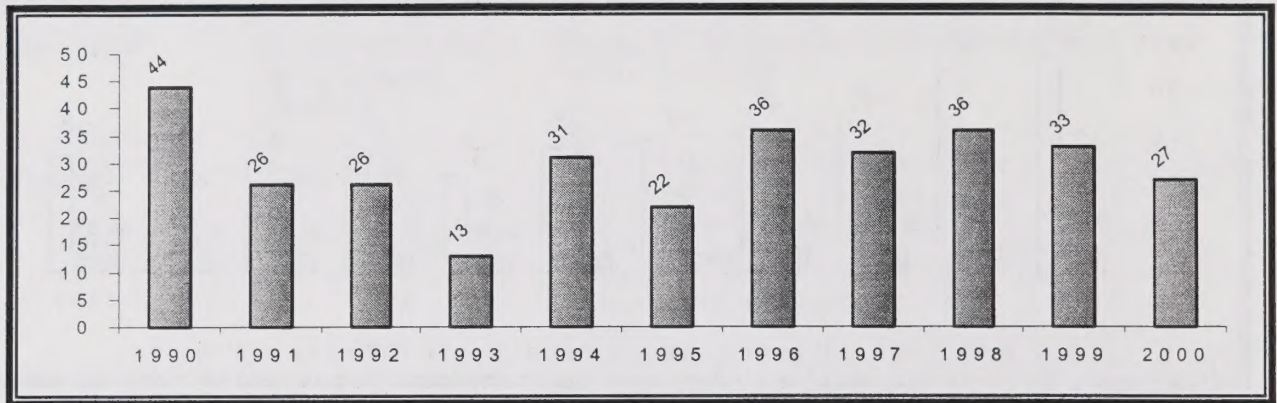


Resolution and Ordinances Adopted

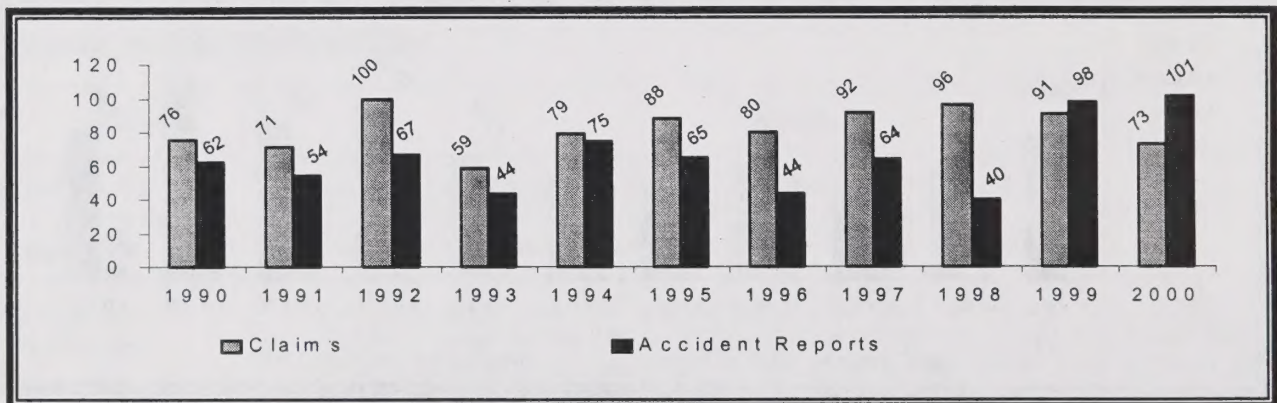


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY (1990 - 2000)

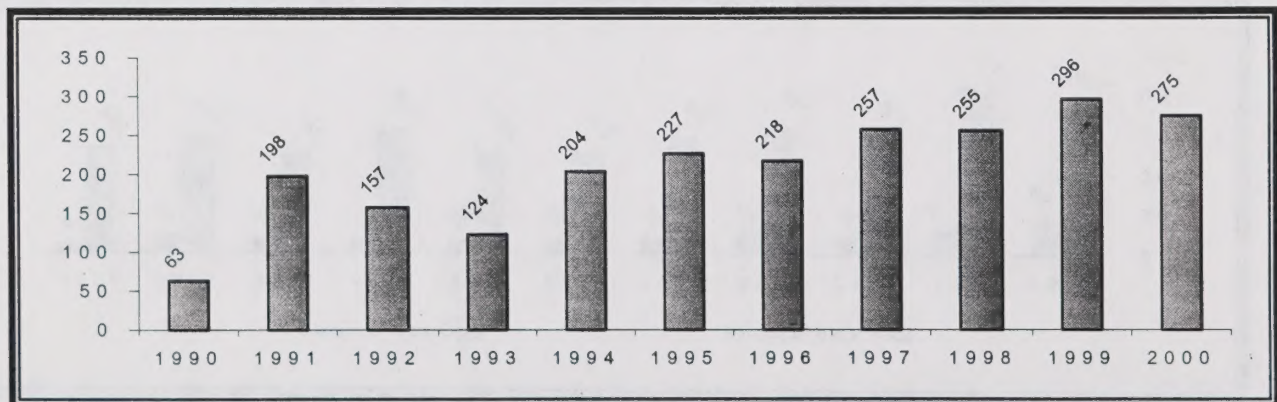
Commission Vacancies Filled



Claims and Accident Reports Processed

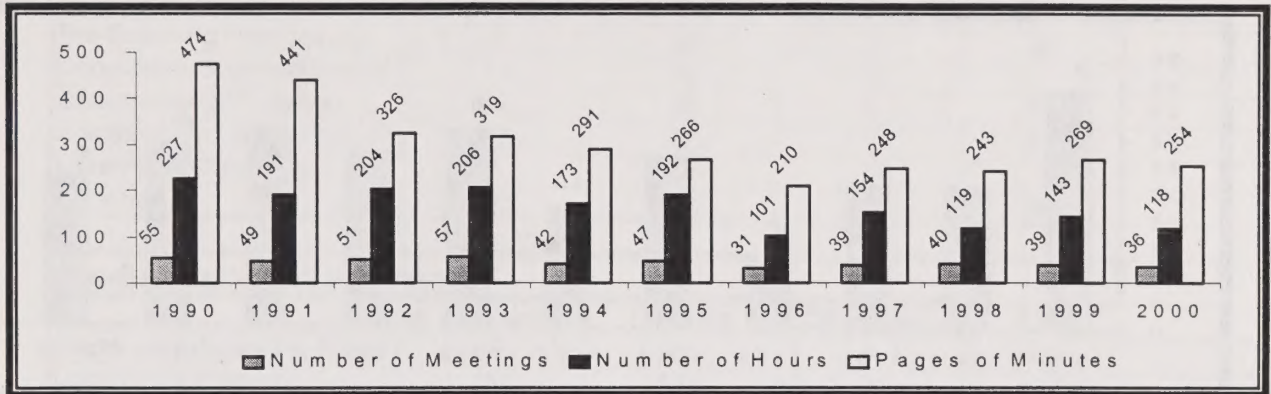


Agreements and Amendments Processed

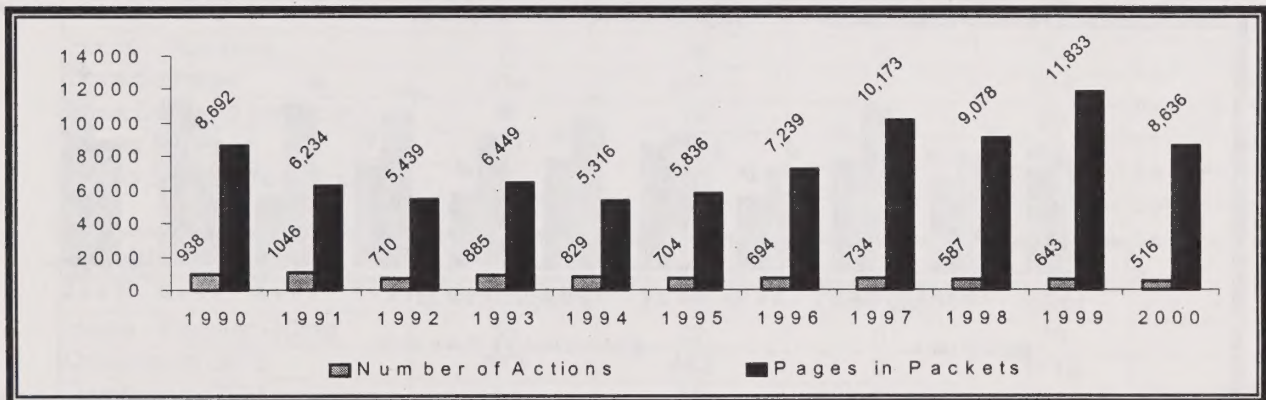


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY (1990 - 2000)

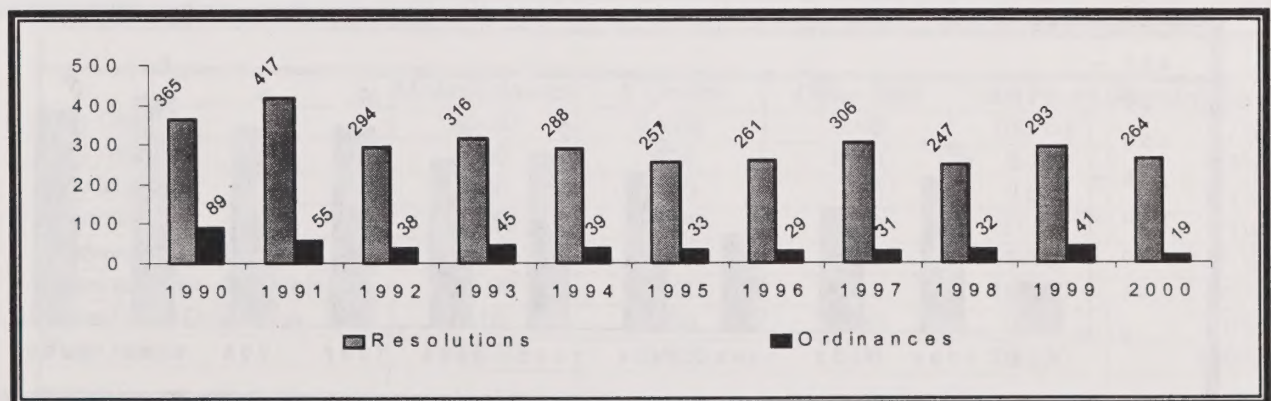
City Council Meetings



Council Meeting Activity

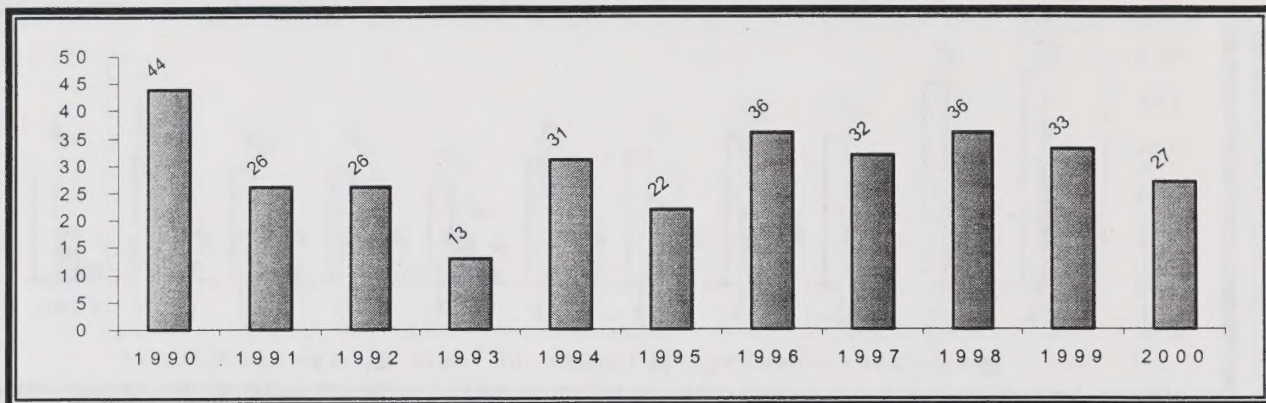


Resolution and Ordinances Adopted

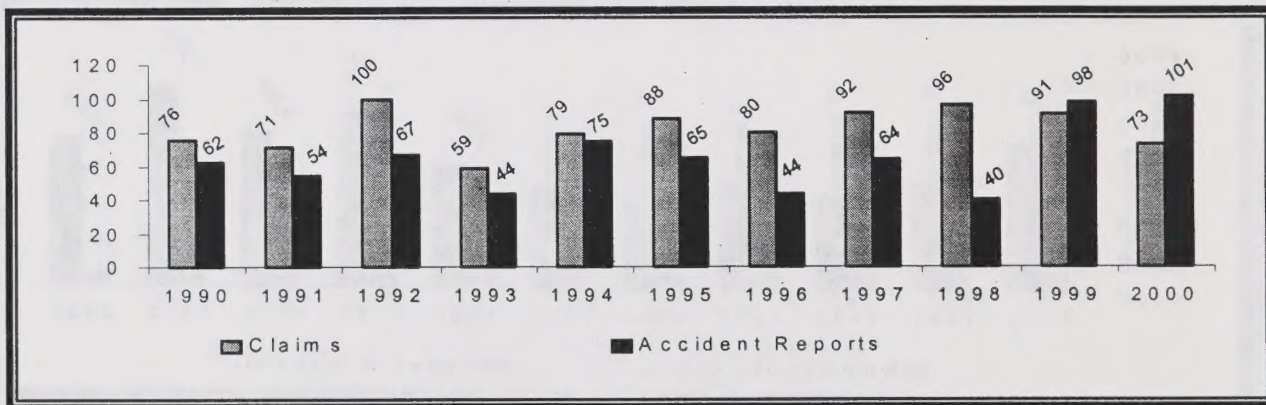


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY (1990 - 2000)

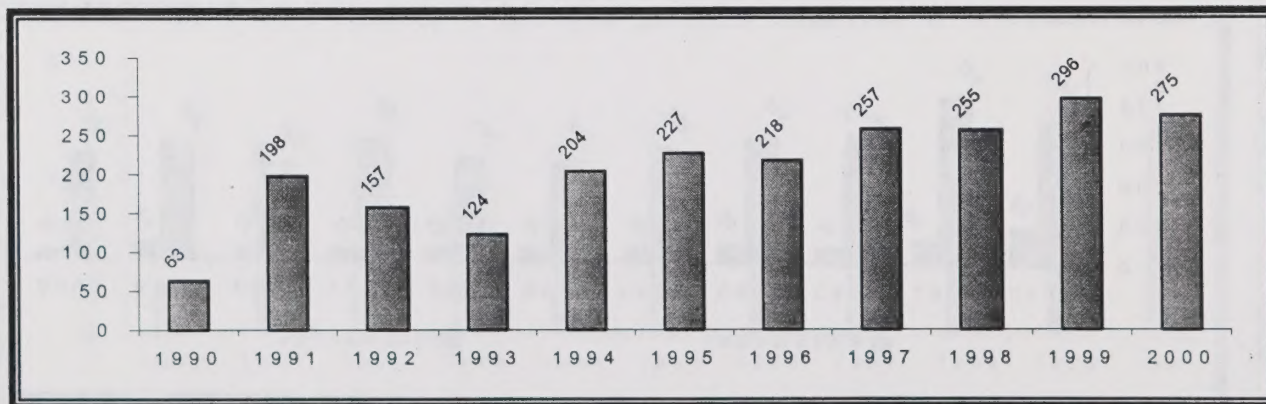
Commission Vacancies Filled



Claims and Accident Reports Processed



Agreements and Amendments Processed



City of Napa
Citywide Optical Imaging

MONTHLY SCANNING REPORT

April 2001

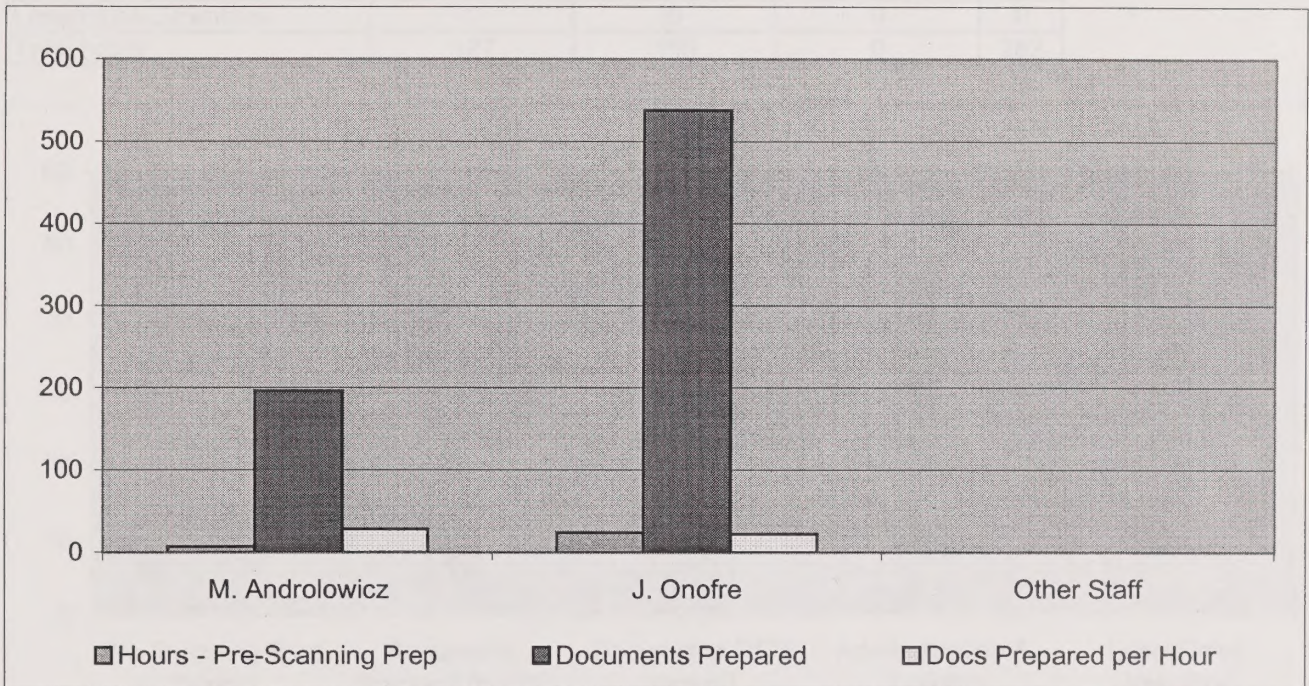
Hourly Status					
	M. Androlowicz	J. Onofre	Other Staff	Total	
Pre-Scanning Prep (hours)	7	24	0	30	
Documents Scanned (hours)	16	38	0		
Documents QC'd (hours)	55	36	0	91	
Administration & Training	49	57	0	106	
LaserFiche Downtime	0	0	0		
Total hours	125	155	0	280	
Pre-Scanning Preparation					
	M. Androlowicz	J. Onofre	Other Staff	Total	
Hours - Pre-Scanning Prep	7	24	0	31	
Documents Prepared	196	538	0	734	
Docs Prepared per Hour	28	22	0	50	
Scanning					
	M. Androlowicz	J. Onofre	Other Staff	Total	
Hours - Scanning	16	38	0	54	
Docs Scanned	214	601	0	815	
Docs Scanned per Hour	13	16	0	29	
Pages Scanned	1097	3890	0	4987	
Pages Scanned per Hour	69	102	0	171	
Quality Control					
	M. Androlowicz	J. Onofre	Other Staff	Total	
Hours - Regular QCing	55	22	0	76	
Documents QC'd	673	442	0	1115	
Documents QC'd per Hour	12	20	0	33	
Hours - Minutes QCing	23	14	0	37	
Minutes QC'd	176	166	0	342	
Minutes QC'd per Hour	8	12	0	19	
	M. Androlowicz	J. Onofre	Other Staff	Total Hours	Percentage
City Clerk	49.00	54.50	0.00	103.50	37%
City Attorney	3.00	5.25	0.00	8.25	3%
City Manager	0.00	3.00	0.00	3.00	1%
Planning	24.50	33.25	0.00	57.75	21%
Redevelopment	0.00	1.50	0.00	1.50	1%
Administration & Training	49.00	57.00	0.00	106.00	38%
LaserFiche Downtime	0.00	0.00	0.00	0.00	0%
Total Hours	125.50	154.50	0.00	280.00	100%
Time-Off Summary					
Melissa Androlowicz	40 Hours Vacation April 16,2001 through April 20, 2001				
Jennie Onofre					

**City of Napa
Citywide Optical Imaging**

**MONTHLY SCANNING REPORT
April 2001**

Pre-Scanning Preparation

	M. Androlowicz	J. Onofre	Other Staff	Total
Hours - Pre-Scanning Prep	7	24	0	31
Documents Prepared	196	538	0	734
Docs Prepared per Hour	28	22	0	50

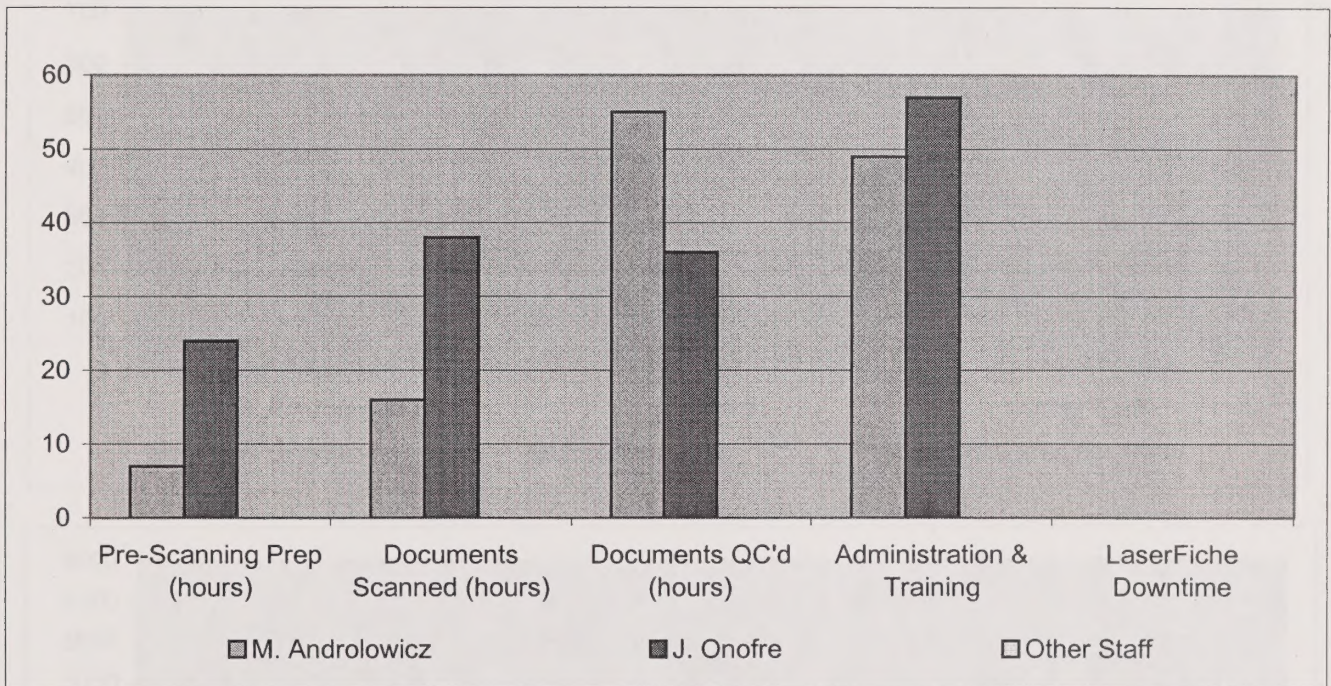


**City of Napa
Citywide Optical Imaging**

**MONTHLY SCANNING REPORT
April 2001**

Hourly Status

	M. Androlowicz	J. Onofre	Other Staff	Total
Pre-Scanning Prep (hours)	7	24	0	31
Documents Scanned (hours)	16	38	0	54
Documents QC'd (hours)	55	36	0	91
Administration & Training	49	57	0	106
LaserFiche Downtime	0	0	0	0
Total hours	127	155	0	282

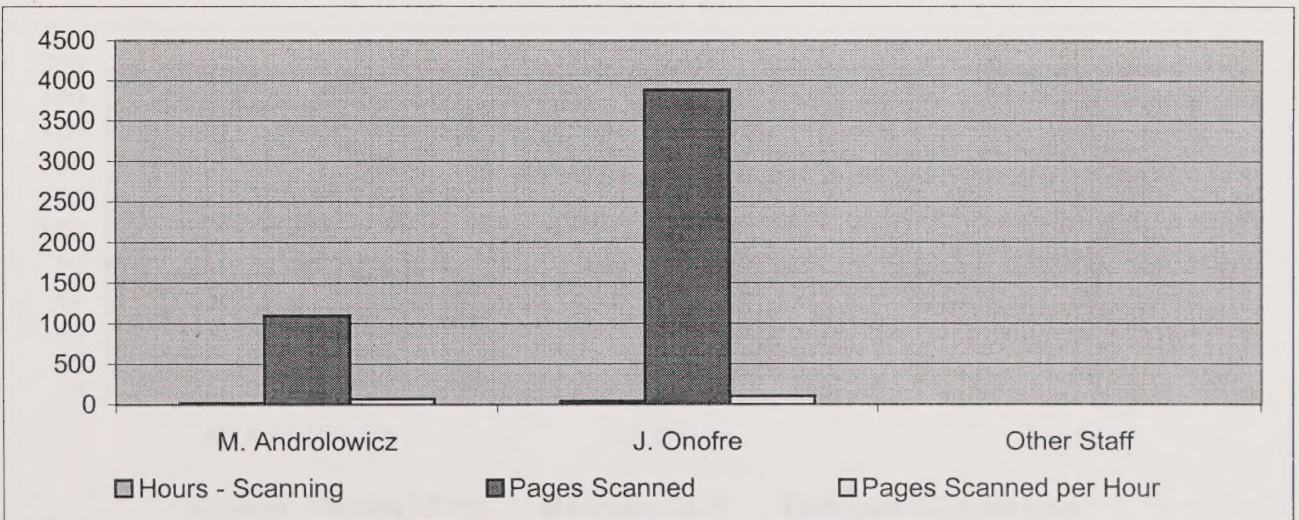
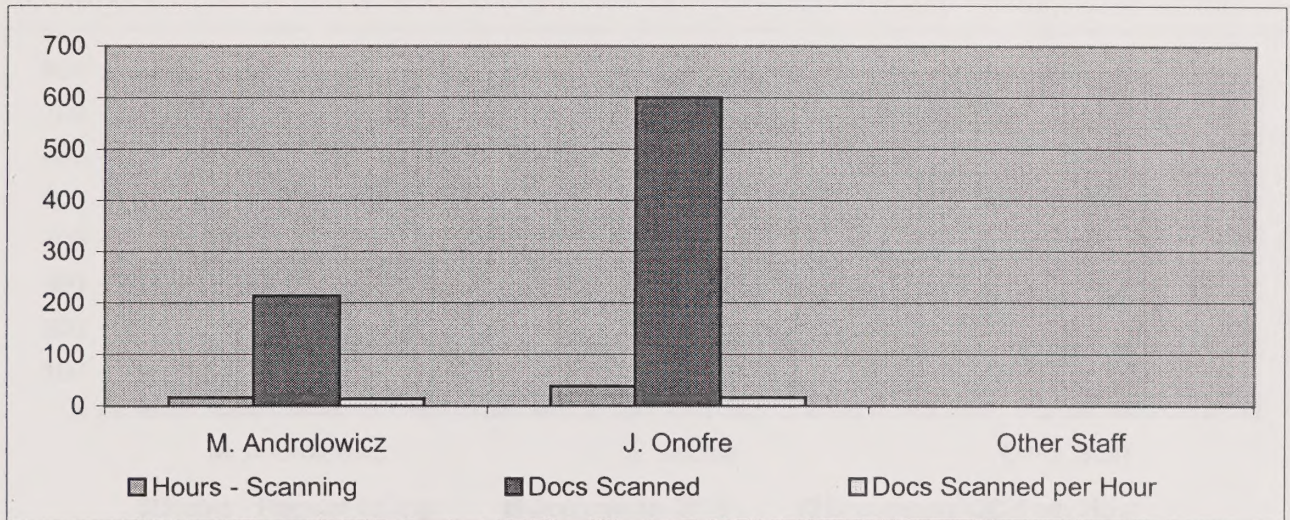


**City of Napa
Citywide Optical Imaging**

**MONTHLY SCANNING REPORT
April 2001**

Scanning

	M. Androlowicz	J. Onofre	Other Staff	Total
Hours - Scanning	16	38	0	54
Docs Scanned	214	601	0	815
Docs Scanned per Hour	13	16	0	29
Pages Scanned	1097	3890	0	4987
Pages Scanned per Hour	69	102	0	171

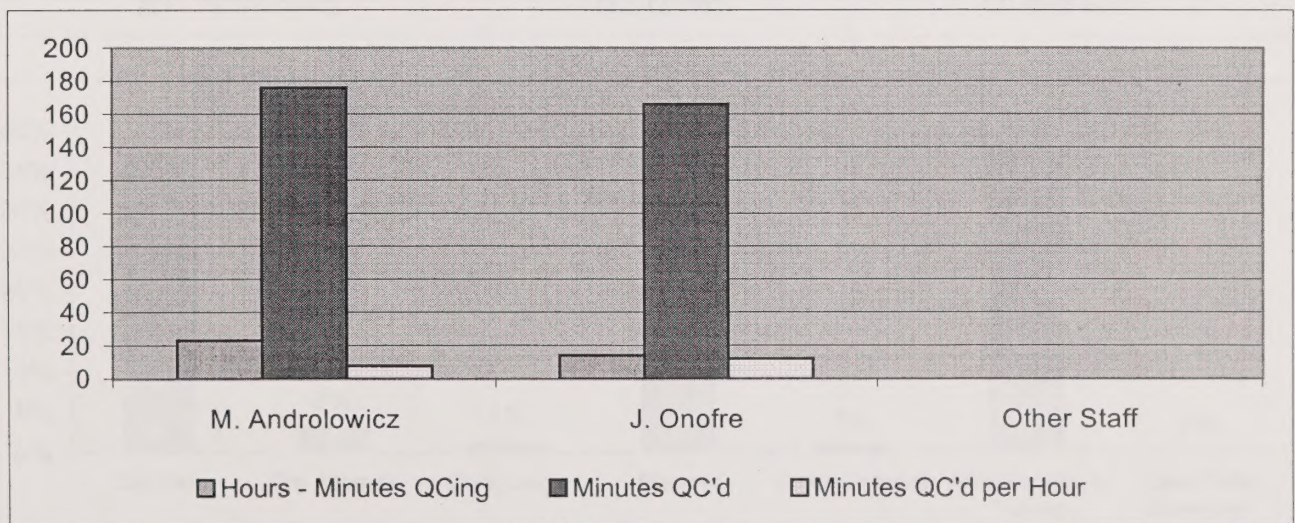
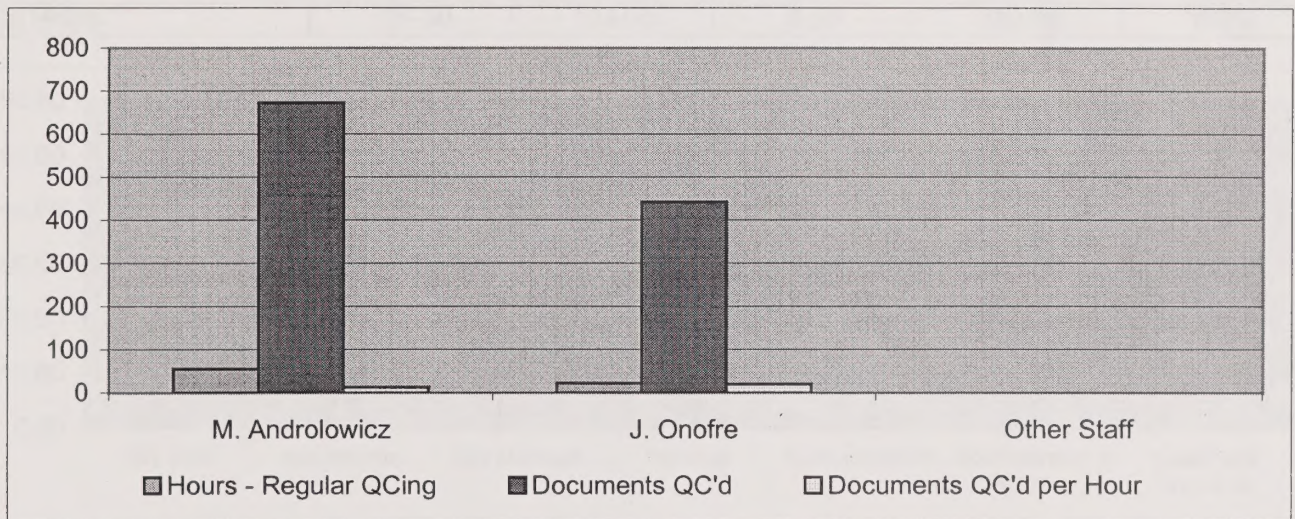


**City of Napa
Citywide Optical Imaging**

**MONTHLY SCANNING REPORT
April 2001**

Quality Control

	M. Androlowicz	J. Onofre	Other Staff	Total
Hours - Regular QCing	55	22	0	77
Documents QC'd	673	442	0	1115
Documents QC'd per Hour	12	20	0	32
Hours - Minutes QCing	23	14	0	37
Minutes QC'd	176	166	0	342
Minutes QC'd per Hour	8	12	0	20

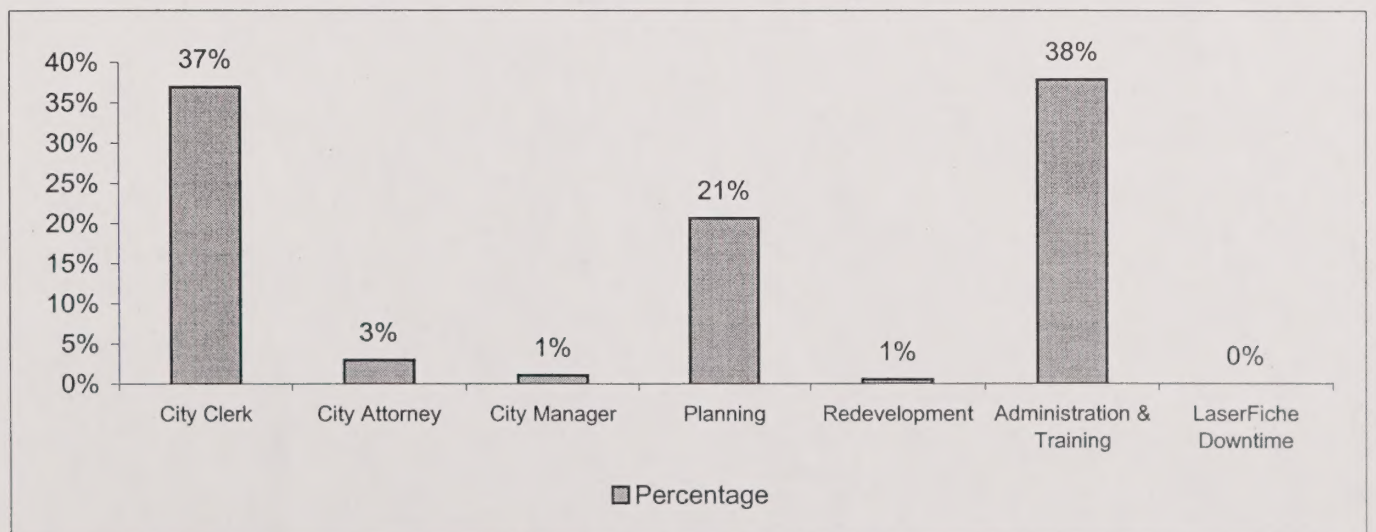
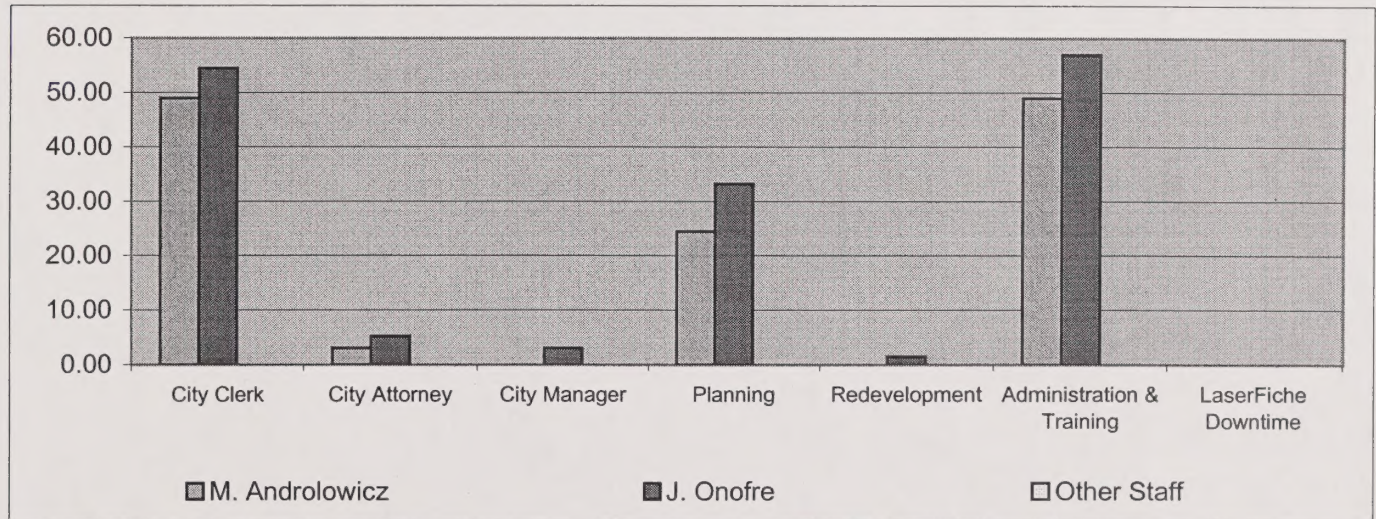


**City of Napa
Citywide Optical Imaging**

**MONTHLY SCANNING REPORT
April 2001**

Total Hours and Percentage per Department

	M. Androlowicz	J. Onofre	Other Staff	Total Hours	Percentage
City Clerk	49.00	54.50	0.00	103.50	37%
City Attorney	3.00	5.25	0.00	8.25	3%
City Manager	0.00	3.00	0.00	3.00	1%
Planning	24.50	33.25	0.00	57.75	21%
Redevelopment	0.00	1.50	0.00	1.50	1%
Administration & Training	49.00	57.00	0.00	106.00	38%
LaserFiche Downtime	0.00	0.00	0.00	0.00	0%
Total Hours	125.00	155.00	0.00	280.00	100%



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